

School Building Authority of West Virginia  
**SCHOOL IMPROVEMENT COST SUMMARY**  
 Middle/Junior High School Education (6-8)

**NOTE: THIS FORM MAY BE SUBSTITUTED FOR A SIMILAR SBA-APPROVED DIGITAL INSTRUMENT**

*(Based on deficiencies identified during the evaluation of existing facilities)*

School Name/Use: \_\_\_\_\_  
 County: \_\_\_\_\_  
 Design Capacity Enrollment: \_\_\_\_\_

IMPROVEMENT ITEM	UNIT	QUANTITY	UNIT COST	ITEM COST	REMARKS
<b>1. SITE WORK</b>					
Land Acquisition	ACRES	_____	_____	_____	_____
Excavation/Grade	CUB FT	_____	_____	_____	_____
Drainage	LIN FT	_____	_____	_____	_____
Walks (6 ft wide)	SQ FT	_____	_____	_____	_____
Parking	SQ FT	_____	_____	_____	_____
Bus Loading	SQ FT	_____	_____	_____	_____
Roads	SQ FT	_____	_____	_____	_____
Playing Fields	SQ FT	_____	_____	_____	_____
Other _____	_____	_____	_____	_____	_____
Other _____	_____	_____	_____	_____	_____
Other _____	_____	_____	_____	_____	_____
Sub-Total		_____	_____	_____	_____
<b>2. RENOVATIONS, EXTERIOR:</b>					
Wall Structure	SQ FT	_____	_____	_____	_____
Floor Structure	SQ FT	_____	_____	_____	_____
Roof Structure	SQ FT	_____	_____	_____	_____
Wall Facing	SQ FT	_____	_____	_____	_____
Windows	EACH	_____	_____	_____	_____
Doors/Frames	EACH	_____	_____	_____	_____
Roofing	SQ FT	_____	_____	_____	_____
Coping/Parapet	LIN FT	_____	_____	_____	_____
Painting	SQ FT	_____	_____	_____	_____
Other _____	_____	_____	_____	_____	_____
Other _____	_____	_____	_____	_____	_____
Other _____	_____	_____	_____	_____	_____
Sub-Total		_____	_____	_____	_____

**3. RENOVATIONS, INTERIOR:**

Floor Covering	SQ FT				
Patch & Painting	SQ FT				
Ceiling Finish	SQ FT				
Plumbing	SQ FT				
Heating/Ventilating	SQ FT				
Air Conditioning	SQ FT				
Lighting	SQ FT				
Wiring	SQ FT				
Fire Alarm	SQ FT				
Communication System	SQ FT				
Technology					
Interior Doors	EACH				
Other _____					
Other _____					
Other _____					
Sub-Total					

4. BUILDING ADDITIONS including Furniture, Furnishings and Equipment:

Administration	SQ FT				
Student Services	SQ FT				
Basic	SQ FT				
Reading	SQ FT				
Health Education	SQ FT				
Computer Lab	SQ FT				
Inst. Mat. Center	SQ FT				
Home Economics	SQ FT				
Art	SQ FT				
Ind. Technology	SQ FT				
Music	SQ FT				
Physical Education	SQ FT				
Auditorium	SQ FT				
Kitchen	SQ FT				
Dining	SQ FT				
Business Education	SQ FT				
Co-Op Education	SQ FT				
Special Education	SQ FT				
Drivers Education	SQ FT				
Staff/Faculty	SQ FT				
Toilets/Fixtures	SQ FT				
Custodial	SQ FT				
Mechanical	SQ FT				
Storage – General	SQ FT				
Storage – Instr.	SQ FT				
Other _____					
Other _____					
Circulation	@30%				
Sub-Total					

5. SPECIAL CONSTRUCTION:



Elevator	EACH	_____	_____	_____	_____
Sprinkler System	SQ FT	_____	_____	_____	_____
Kitchen Equipment	ALL	_____	_____	_____	_____
Waste Treatment	EACH	_____	_____	_____	_____
Other _____	_____	_____	_____	_____	_____
Other _____	_____	_____	_____	_____	_____
Other _____	_____	_____	_____	_____	_____
Sub-Total		_____	_____	_____	_____

6. OTHER SPECIAL COSTS:

_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____
Sub-Total		_____	_____	_____	_____

7. ARCHITECTURAL/ENGINEERING FEES:

New Construction	_____ %	_____	_____	_____	_____
Renovations	_____ %	_____	_____	_____	_____
Sub-Total		_____	_____	_____	_____

8. MISCELLANEOUS:

Survey	EACH	_____	_____	_____	_____
Soil Inv.	EACH	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____
Sub-Total		_____	_____	_____	_____

9. CONTINGENCIES:

New Construction	<u>2%</u>	_____	_____	_____	_____
Renovations	<u>6%</u>	_____	_____	_____	_____
Sub-Total		_____	_____	_____	_____

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10. GRAND TOTAL  
PROJECT COST

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Additional Land	_____	_____	_____	_____
Improved to Bring to	ACRES	_____	_____	_____
State Standard		_____	_____	_____

	Design/Capacity	\$/Student	Amount
Cost to Build a New	_____	_____	_____
School/No Land	_____	_____	_____
Ratio – Cost to Improve	_____	_____	_____
The Building/Cost of	_____	_____	_____
New Building	_____	_____	_____

School Building Authority of West Virginia  
**FACILITIES SPACES EVALUATION**  
High School Education (9-12)

**NOTE: THIS FORM MAY BE SUBSTITUTED FOR A SIMILAR SBA-APPROVED DIGITAL INSTRUMENT**

School ID#: \_\_\_\_\_ County: \_\_\_\_\_  
School Name: \_\_\_\_\_

NOTE: Difference = No. of existing rooms – (minus) No. of Required spaces. No. rooms are evaluated as the same types

RATING SCALE: 1 = Inadequate 2 = Below Average 3 = Average 4 = Above Average 5 = Excellent

1. ADMINISTRATION:      Exist spaces \_\_\_\_\_ Reqd spaces \_\_\_\_\_ Difference+/- \_\_\_\_\_  
Size:                      1        2        3        4        5  
Condition:              1        2        3        4        5  
Remarks:

2. STUDENT SERVICES:    Exist spaces \_\_\_\_\_ Reqd spaces \_\_\_\_\_ Difference+/- \_\_\_\_\_  
Size:                      1        2        3        4        5  
Condition:              1        2        3        4        5  
Remarks:

3. BASIC:      Exist spaces \_\_\_\_\_ Reqd spaces \_\_\_\_\_ Difference+/- \_\_\_\_\_  
Language Arts  
Size:                      1        2        3        4        5  
Condition:              1        2        3        4        5  
Remarks:

4. BASIC:      Exist spaces \_\_\_\_\_ Reqd spaces \_\_\_\_\_ Difference+/- \_\_\_\_\_  
Mathematics  
Size:                      1        2        3        4        5  
Condition:              1        2        3        4        5  
Remarks:

5. BASIC:      Exist spaces \_\_\_\_\_ Reqd spaces \_\_\_\_\_ Difference+/- \_\_\_\_\_  
Social Studies  
Size:                      1        2        3        4        5  
Condition:              1        2        3        4        5  
Remarks:

6. BASIC:      Exist spaces \_\_\_\_\_ Reqd spaces \_\_\_\_\_ Difference+/- \_\_\_\_\_  
Science – General Science  
Size:                      1        2        3        4        5  
Condition:              1        2        3        4        5  
Remarks:

7. BASIC:      Exist spaces \_\_\_\_\_ Reqd spaces \_\_\_\_\_ Difference+/- \_\_\_\_\_

Science – Chemistry/Physics

Size: 1 2 3 4 5

Condition: 1 2 3 4 5

Remarks:

8. BASIC: Exist spaces \_\_\_\_\_ Reqd spaces \_\_\_\_\_ Difference+/- \_\_\_\_\_

Science – Lecture Lab

Size: 1 2 3 4 5

Condition: 1 2 3 4 5

Remarks:

9. BASIC: Exist spaces \_\_\_\_\_ Reqd spaces \_\_\_\_\_ Difference+/- \_\_\_\_\_

Science – Biology

Size: 1 2 3 4 5

Condition: 1 2 3 4 5

Remarks:

10. CORRECTIVE/ REMEDIAL: Exist spaces \_\_\_\_\_ Reqd spaces \_\_\_\_\_ Difference+/- \_\_\_\_\_

Size: 1 2 3 4 5

Condition: 1 2 3 4 5

Remarks:

11. HEALTH EDUCATION: Exist spaces \_\_\_\_\_ Reqd spaces \_\_\_\_\_ Difference+/- \_\_\_\_\_

Size: 1 2 3 4 5

Condition: 1 2 3 4 5

Remarks:

12. COMPUTER LAB: Exist spaces \_\_\_\_\_ Reqd spaces \_\_\_\_\_ Difference+/- \_\_\_\_\_

Size: 1 2 3 4 5

Condition: 1 2 3 4 5

Remarks:

13. LIBRARY/MEDIA: Exist spaces \_\_\_\_\_ Reqd spaces \_\_\_\_\_ Difference+/- \_\_\_\_\_

Size: 1 2 3 4 5

Condition: 1 2 3 4 5

Remarks:

14. FAMILY & CONSUMER SCIENCE: Exist spaces \_\_\_\_\_ Reqd spaces \_\_\_\_\_ Difference+/- \_\_\_\_\_

Size: 1 2 3 4 5

Condition: 1 2 3 4 5

Remarks:

15. ART: Exist spaces \_\_\_\_\_ Reqd spaces \_\_\_\_\_ Difference+/- \_\_\_\_\_

Size: 1 2 3 4 5

Condition: 1 2 3 4 5

Remarks:

16. TECHNOLOGY EDUCATION: Exist spaces \_\_\_\_\_ Reqd spaces \_\_\_\_\_ Difference+/- \_\_\_\_\_

Size: 1 2 3 4 5

Condition: 1 2 3 4 5

Remarks:

17. MUSIC: Exist spaces \_\_\_\_\_ Reqd spaces \_\_\_\_\_ Difference+/- \_\_\_\_\_

Size: 1 2 3 4 5

Condition: 1 2 3 4 5

Remarks:

18. PHYSICAL ED: Exist spaces \_\_\_\_\_ Reqd spaces \_\_\_\_\_ Difference+/- \_\_\_\_\_

Size: 1 2 3 4 5

Condition: 1 2 3 4 5

Remarks:

19. AUDITORIUM: Exist spaces \_\_\_\_\_ Reqd spaces \_\_\_\_\_ Difference+/- \_\_\_\_\_

Size: 1 2 3 4 5

Condition: 1 2 3 4 5

Remarks:

20. KITCHEN: Exist spaces \_\_\_\_\_ Reqd spaces \_\_\_\_\_ Difference+/- \_\_\_\_\_

Size: 1 2 3 4 5

Condition: 1 2 3 4 5

Remarks:

21. DINING: Exist spaces \_\_\_\_\_ Reqd spaces \_\_\_\_\_ Difference+/- \_\_\_\_\_

Size: 1 2 3 4 5

Condition: 1 2 3 4 5

Remarks:

22. BUSINESS ED: Exist spaces \_\_\_\_\_ Reqd spaces \_\_\_\_\_ Difference+/- \_\_\_\_\_

Size: 1 2 3 4 5

Condition: 1 2 3 4 5

Remarks:

23. CO-OP EDUCATION: Exist spaces \_\_\_\_\_ Reqd spaces \_\_\_\_\_ Difference+/- \_\_\_\_\_

Size: 1 2 3 4 5

Condition: 1 2 3 4 5

Remarks:

24. EXCEPTIONAL STUDENT INSTRUCTION: Exist spaces \_\_\_\_\_ Reqd spaces \_\_\_\_\_ Difference+/- \_\_\_\_\_

Size: 1 2 3 4 5

Condition: 1 2 3 4 5

Remarks:

25. DRIVERS ED: Exist spaces \_\_\_\_\_ Reqd spaces \_\_\_\_\_ Difference+/- \_\_\_\_\_

Size: 1 2 3 4 5

Condition: 1 2 3 4 5

Remarks:

26. VOCATIONAL ED: Exist spaces \_\_\_\_\_ Reqd spaces \_\_\_\_\_ Difference+/- \_\_\_\_\_

Agricultural Ed

Size: 1 2 3 4 5

Condition: 1 2 3 4 5

Remarks:

27. VOCATIONAL ED: Exist spaces \_\_\_\_\_ Reqd spaces \_\_\_\_\_ Difference+/- \_\_\_\_\_

Marketing Ed

Size: 1 2 3 4 5

Condition: 1 2 3 4 5

Remarks:

28. VOCATIONAL ED: Exist spaces \_\_\_\_\_ Reqd spaces \_\_\_\_\_ Difference+/- \_\_\_\_\_

Diversified/Cooperative Training

Size: 1 2 3 4 5

Condition: 1 2 3 4 5

Remarks:

29. VOCATIONAL ED: Exist spaces \_\_\_\_\_ Reqd spaces \_\_\_\_\_ Difference+/- \_\_\_\_\_

Vocational Health Occupations

Size: 1 2 3 4 5

Condition: 1 2 3 4 5

Remarks:

30. VOCATIONAL ED: Exist spaces \_\_\_\_\_ Reqd spaces \_\_\_\_\_ Difference+/- \_\_\_\_\_

Family and Consumer Science

Size: 1 2 3 4 5

Condition: 1 2 3 4 5

Remarks:

31. VOCATIONAL ED: Exist spaces \_\_\_\_\_ Reqd spaces \_\_\_\_\_ Difference+/- \_\_\_\_\_

Child Care Specialist

Size: 1 2 3 4 5

Condition: 1 2 3 4 5

Remarks:

32. VOCATIONAL ED: Exist spaces \_\_\_\_\_ Reqd spaces \_\_\_\_\_ Difference+/- \_\_\_\_\_

Vocational/Industrial Technical

Size: 1 2 3 4 5

Condition: 1 2 3 4 5

Remarks:

33. VOCATIONAL ED: Exist spaces \_\_\_\_\_ Reqd spaces \_\_\_\_\_ Difference+/- \_\_\_\_\_

Business Ed

Size: 1 2 3 4 5

Condition: 1 2 3 4 5

Remarks:

34. VOCATIONAL ED: Exist spaces \_\_\_\_\_ Reqd spaces \_\_\_\_\_ Difference+/- \_\_\_\_\_

Tech. Ed

Size: 1 2 3 4 5

Condition: 1 2 3 4 5

Remarks:

35. STAFF/FACULTY: Exist spaces \_\_\_\_\_ Reqd spaces \_\_\_\_\_ Difference+/- \_\_\_\_\_

Size: 1 2 3 4 5  
 Condition: 1 2 3 4 5  
 Remarks:

36. TOILETS: Exist spaces \_\_\_\_ Reqd spaces \_\_\_\_ Difference+/- \_\_\_\_  
 Size: 1 2 3 4 5

FIXTURES: Exist fixtrs \_\_\_\_ Reqd fixtrs \_\_\_\_ Difference+/- \_\_\_\_  
 Condition: 1 2 3 4 5  
 Remarks:

37. CUSTODIAL: Exist spaces \_\_\_\_ Reqd spaces \_\_\_\_ Difference+/- \_\_\_\_  
 Size: 1 2 3 4 5  
 Condition: 1 2 3 4 5  
 Remarks:

38. MECHANICAL: Exist spaces \_\_\_\_ Reqd spaces \_\_\_\_ Difference+/- \_\_\_\_  
 Size: 1 2 3 4 5  
 Condition: 1 2 3 4 5  
 Remarks:

39. STORAGE GENERAL: Exist spaces \_\_\_\_ Reqd spaces \_\_\_\_ Difference+/- \_\_\_\_  
 Size: 1 2 3 4 5  
 Condition: 1 2 3 4 5  
 Remarks:

40. STORAGE INSTR: Exist spaces \_\_\_\_ Reqd spaces \_\_\_\_ Difference+/- \_\_\_\_  
 Size: 1 2 3 4 5  
 Condition: 1 2 3 4 5  
 Remarks:

41. OTHER SPACES: No. of spaces \_\_\_\_ Reqd spaces \_\_\_\_ Difference+/- \_\_\_\_  
 Size: 1 2 3 4 5  
 Condition: 1 2 3 4 5  
 Remarks:

42. ADEQUACY/CONDITION OF FURNISHINGS AND EQUIPMENT:  
 Condition: 1 2 3 4 5  
 Remarks:

43. ECONOMIES OF SCALE: 1 2 3 4 5  
 —(Refer to Handbook 100.0142 G)

44. BLDG UTILIZATION (U): \_\_\_\_% 1 2 3 4 5  
 Current Enrollment  
 Building Utilization =  $100 \times \frac{\text{Current Enrollment}}{\text{Number of Existing Classrooms} \times 25}$   
 Building Utilization = \_\_\_\_%  
 Number of classrooms used for exceptionality education \_\_\_\_

Greater

\*Below 60                      61-70                      71-80                      81-85                      than 85  
1 = Inadequate 2 = Below Average 3 = Average 4 = Above Average 5 = Excellent

\*Building utilizations in the range of 80-90% are recommended. However, programmatic offerings must be considered and the building capacity may be reduced as programmatic offerings are factored into the utilization calculation.

School Building Authority of West Virginia  
**SCHOOL IMPROVEMENT COST SUMMARY**  
 High School Education (9-12)

**NOTE: THIS FORM MAY BE SUBSTITUTED FOR A SIMILAR SBA-APPROVED DIGITAL INSTRUMENT**

*(Based on deficiencies identified during the evaluation of existing facilities)*

School Name/Use: \_\_\_\_\_  
 County: \_\_\_\_\_  
 Design Capacity Enrollment: \_\_\_\_\_

IMPROVEMENT ITEM	UNIT	QUANTITY	UNIT COST	ITEM COST	REMARKS
<b>1. SITE WORK</b>					
Land Acquisition	ACRES	_____	_____	_____	_____
Excavation/Grade	CUB FT	_____	_____	_____	_____
Drainage	LIN FT	_____	_____	_____	_____
Walks (6 ft wide)	SQ FT	_____	_____	_____	_____
Parking	SQ FT	_____	_____	_____	_____
Bus Loading	SQ FT	_____	_____	_____	_____
Roads	SQ FT	_____	_____	_____	_____
Playing Fields	SQ FT	_____	_____	_____	_____
Other _____	_____	_____	_____	_____	_____
Other _____	_____	_____	_____	_____	_____
Other _____	_____	_____	_____	_____	_____
Sub-Total		_____	_____	_____	_____
<b>2. RENOVATIONS, EXTERIOR:</b>					
Wall Structure	SQ FT	_____	_____	_____	_____
Floor Structure	SQ FT	_____	_____	_____	_____
Roof Structure	SQ FT	_____	_____	_____	_____
Wall Facing	SQ FT	_____	_____	_____	_____
Windows	EACH	_____	_____	_____	_____
Doors/Frames	EACH	_____	_____	_____	_____
Roofing	SQ FT	_____	_____	_____	_____
Coping/Parapet	LIN FT	_____	_____	_____	_____
Painting	SQ FT	_____	_____	_____	_____
Other _____	_____	_____	_____	_____	_____
Other _____	_____	_____	_____	_____	_____
Other _____	_____	_____	_____	_____	_____
Sub-Total		_____	_____	_____	_____
<b>3. RENOVATIONS, INTERIOR:</b>					
Floor Covering	SQ FT	_____	_____	_____	_____
Patch & Painting	SQ FT	_____	_____	_____	_____
Ceiling Finish	SQ FT	_____	_____	_____	_____



Plumbing	SQ FT				
Heating/Ventilating	SQ FT				
Air Conditioning	SQ FT				
Lighting	SQ FT				
Wiring	SQ FT				
Fire Alarm	SQ FT				
Communication System	SQ FT				
Technology					
Interior Doors	EACH				
Other					
Other					
Other					
Sub-Total					

4. BUILDING ADDITIONS including Furniture, Furnishings and Equipment:

Administration	SQ FT				
Student Services	SQ FT				
Basic	SQ FT				
Reading	SQ FT				
Health Education	SQ FT				
Computer Lab	SQ FT				
Inst. Mat. Center	SQ FT				
Home Economics	SQ FT				
Art	SQ FT				
Ind. Technology	SQ FT				
Music	SQ FT				
Physical Education	SQ FT				
Auditorium	SQ FT				
Kitchen	SQ FT				
Dining	SQ FT				
Special Education	SQ FT				
Staff/Faculty	SQ FT				
Toilets/Fixtures	SQ FT				
Custodial	SQ FT				
Mechanical	SQ FT				
Storage General	SQ FT				
Storage Instructional	SQ FT				
Other					
Other					
Other					
Circulation	@30%				
Sub-Total					

5. SPECIAL CONSTRUCTION:

Elevator	EACH				
Sprinkler System	SQ FT				
Kitchen Equipment	ALL				
Waste Treatment	EACH				

Other	_____	_____	_____	_____	_____
Other	_____	_____	_____	_____	_____
Other	_____	_____	_____	_____	_____

Sub-Total	_____	_____	_____	_____	_____
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6. OTHER SPECIAL COSTS:

_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____

Sub-Total	_____	_____	_____	_____
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7. ARCHITECTURAL/ENGINEERING FEES:

New Construction	_____ %	_____	_____	_____
Renovations	_____ %	_____	_____	_____

Sub-Total	_____	_____	_____	_____
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8. MISCELLANEOUS:

Survey	EACH	_____	_____	_____
Soil Inv.	EACH	_____	_____	_____

Sub-Total	_____	_____	_____	_____
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9. CONTINGENCIES:

New Construction	<u>2%</u>	_____	_____	_____
Renovations	<u>6%</u>	_____	_____	_____

Sub-Total	_____	_____	_____	_____
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10. GRAND TOTAL  
PROJECT COST

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Additional Land Improved to Bring to State Standard	ACRES	_____	_____	_____
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	Design/Capacity	\$/Student	Amount
Cost to Build a New School/No Land	_____	_____	_____

Ratio – Cost to Improve The Building/Cost of New Building	_____	_____	_____
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School Building Authority of West Virginia  
**HIGH SCHOOL ATTENDANCE AREA FEEDER SUMMARY**  
**SBA FORM 132 100-D**

**NOTE: THIS FORM MAY BE SUBSTITUTED FOR A SIMILAR SBA-APPROVED DIGITAL INSTRUMENT**

**Instructions for SBA Form 132: (To Be Submitted With The Annual Update)**

1. The purpose of this form is to track all schools and their usage throughout the ten year planning cycle. One form should be completed for each high school attendance area.
2. All facilities that were in operation during the first year of the current planning cycle must be shown in the dashed box. Second month enrollments for these facilities must be shown in the brackets [ ]. Only facilities that will be in operation during the entire ten year planning cycle will be in solid boxes. The 8<sup>th</sup> year projected enrollments must be within parenthesis ( ).
3. If the facility is to be built during the current ten year planning cycle, list "NEW" in the brackets. If the facility is to be redesignated from its current usage, list "REDSG" in the brackets.
4. **CLOSURES** – In the Closure column, list schools that are scheduled for closure during the current ten year planning cycle and will not be used by the county board of education for other purposes.

**FACILITY REDESIGNATION** – In the Facility Redesignation column, list schools that are scheduled to change their current usage during the current ten year planning. Designate what type of facility it will become.

**ELEMENTARY** – In the Elementary column, list only those schools that will still be operational at the end of the current ten year planning cycle.

**JHS/MIDDLE** – In the JHS/Middle column, list only those schools that will still be operational at the end of the current ten year planning cycle.

**HIGH SCHOOL** – In the High School column, list only the high school for this attendance area that will be in effect at the end of the current ten year funding cycle.

***EXAMPLE***

**~~FEEDER SCHOOL SUMMARY REPORT~~**

**~~YOUR COUNTY — BRANDON HIGH SCHOOL ATTENDANCE AREA~~**

~~Brandon High School~~

~~\_\_\_\_\_ Becomes 9-12 facility; Sept., 2007~~

~~\_\_\_\_\_ Stewart Middle School~~

~~\_\_\_\_\_ Feeder to Brandon High School~~

~~\_\_\_\_\_ Opens as 6-8 Middle School; Sept., 2007~~

~~\_\_\_\_\_ Raines Junior High School~~

\_\_\_\_\_ Currently feeds Brandon High School  
 \_\_\_\_\_ Closes June, 2007  
 \_\_\_\_\_ 9<sup>th</sup> graders transfer to Brandon HS; Sept., 2007  
 \_\_\_\_\_ 7<sup>th</sup> and 8<sup>th</sup> graders transfer to Stewart MS; Sept., 2007  
 \_\_\_\_\_ Tyler Elementary  
 \_\_\_\_\_ Currently feeds Raines JHS  
 \_\_\_\_\_ Changes to K-5 facility; Sept., 2007  
 \_\_\_\_\_ 6<sup>th</sup> graders transfer to Stewart MS; Sept., 2007  
 \_\_\_\_\_ Painter Elementary  
 \_\_\_\_\_ Currently feeds Raines JHS  
 \_\_\_\_\_ To become feeder to Stewart MS; Sept., 2007  
 \_\_\_\_\_ 6<sup>th</sup> graders transfer to Stewart MS; Sept., 2007  
 \_\_\_\_\_ Barron Elementary  
 \_\_\_\_\_ Currently feeds Raines JHS  
 \_\_\_\_\_ To become feeder to Stewart MS; Sept., 2007  
 \_\_\_\_\_ 6<sup>th</sup> graders transfer to Stewart MS; Sept., 2007  
 \_\_\_\_\_ Withrow Elementary  
 \_\_\_\_\_ Currently Feeds Raines JHS  
 \_\_\_\_\_ Students transferred to Painter Elementary; Sept., 2007  
 \_\_\_\_\_ Becomes Bus Garage; Sept., 2007  
 \_\_\_\_\_ Ragland Elementary  
 \_\_\_\_\_ Closes June 2007  
 \_\_\_\_\_ Currently feeds Raines JHS  
 \_\_\_\_\_ Students transferred to Tyler EL; Sept., 2007  
 \_\_\_\_\_ Lovejoy Elementary  
 \_\_\_\_\_ Closes June 2007  
 \_\_\_\_\_ Currently feeds Raines JHS  
 \_\_\_\_\_ 120 students transferred to Painter EL; Sept., 2007  
 \_\_\_\_\_ 30 students transferred to Tyler EL; Sept., 2007  
 \_\_\_\_\_ Drew Middle School  
 \_\_\_\_\_ Scheduled to become 6-8 Middle School; Sept., 2007  
 \_\_\_\_\_ Feeder to Brandon High School  
 \_\_\_\_\_ 9<sup>th</sup> graders transfer to Brandon HS; Sept., 2007  
 \_\_\_\_\_ Gordon Junior High School  
 \_\_\_\_\_ Currently feeds Brandon High School  
 \_\_\_\_\_ Scheduled to become EL Center; Sept., 2007  
 \_\_\_\_\_ 9<sup>th</sup> graders transfer to Brandon HS; Sept., 2007  
 \_\_\_\_\_ 7<sup>th</sup> and 8<sup>th</sup> graders transfer to Drew MS; Sept., 2007  
 \_\_\_\_\_ Gordon Elementary Center  
 \_\_\_\_\_ Feeder to Drew MS  
 \_\_\_\_\_ Ervin Elementary  
 \_\_\_\_\_ Currently feeds Gordon JHS  
 \_\_\_\_\_ 6<sup>th</sup> graders to be transferred to Drew MS; Sept., 2007  
 \_\_\_\_\_ Students to be transferred to new EL Center; Sept. 2007  
 \_\_\_\_\_ Midkif Elementary  
 \_\_\_\_\_ Currently feeds Gordon JHS  
 \_\_\_\_\_ 6<sup>th</sup> graders to be transferred to Drew MS; Sept., 2007  
 \_\_\_\_\_ Students to be transferred to new EL Center; Sept. 2007  
 \_\_\_\_\_ Smarr Elementary  
 \_\_\_\_\_ Currently feeds Gordon JHS  
 \_\_\_\_\_ 6<sup>th</sup> graders transferred to Drew MS; Sept., 2007

\_\_\_\_\_ Students to be transferred to new EL Center; Sept. 2007  
 \_\_\_\_\_ House Elementary  
 \_\_\_\_\_ Currently feeds Gordon JHS  
 \_\_\_\_\_ To become feeder to Drew MS; Sept., 2007  
 \_\_\_\_\_ 6<sup>th</sup> graders transfer to Drew MS; Sept., 2007

This feeder school summary is an example of facilities for a 2000-2010 CFP  
 UNDERLINED schools are operational facilities in 2009-2010

COUNTY \_\_\_\_\_ HIGH SCHOOL ATTENDANCE AREA

Facility <u>High School</u> <u>Re-designation</u>	<u>JHS/Middle</u> <u>Closures</u>	<u>Elementary</u>
[ ]	[ ] ( )	[ ] ( )
Closes		
[ ] ( )	[ ] ( )	[ ] ( )
Closes		
Changes	[ ] ( )	[ ] ( )
[ ]	[ ]	[ ]
Closes		
[ ] ( )	[ ] ( )	[ ] ( )
Changes	[ ]	[ ]
[ ]	[ ]	[ ]
Closes		
( )	[ ]	[ ]
Closes		
Changes	[ ] ( )	[ ] ( )
[ ]	[ ]	[ ]
Closes		

SBA-132-100-D



School Building Authority of West Virginia  
~~Comprehensive Educational Facilities Plan~~  
**CEFP PROGRESS REPORT-#2**  
**SBA FORM 164 100-E**

**NOTE: THIS FORM MAY BE SUBSTITUTED FOR A SIMILAR SBA-APPROVED DIGITAL INSTRUMENT**

This progress report is ~~verification~~ to verify that the Planning Teams and Committees ~~has~~ have completed the data collection portion of the CEFP – Phase I. ~~This, along with a draft copy of the completed draft sections of the plan, must be submitted to the State Department of Education and the SBA as soon as this portion of the plan is complete or as directed by the SBA.~~ Listed below are the key elementary dates and information for which data has been compiled. This form shall be submitted to the WVDE and the SBA by August 1, the first year of each planning cycle.

<u>Phase I Activities:</u>	<u>Anticipated No. of Meetings Remaining</u>	<u>Projected or Actual Date Completed</u>
A. <del>Final</del> Goals and Objectives – Adopted by the Board of Education	_____	_____
B. Community Analysis	_____	_____
C. Population and Enrollment Study	_____	_____
D. Educational Plan	_____	_____
E. Evaluation and Inventory of Existing Facilities	_____	_____
F. <del>Major Improvement Plan</del>	_____	_____
G. <del>Inter County Facility Feasibility Study</del>	_____	_____

What is your projected completion date for the plan? \_\_\_\_\_

Are you (ahead of / on target with / behind) the state's scheduled timelines for the CEFP development?

What are the major issues you face as the Phase deadlines the CEFP approaches?

Do you have any additional feedback to provide to the Statewide planning team or contractors?

\_\_\_\_\_  
Superintendent Signature

\_\_\_\_\_  
Submitted by

SBA 164 100-E  
Revised 9/2015

School Building Authority of West Virginia  
**TRANSLATING EDUCATIONAL NEEDS INTO FACILITY NEEDS**  
 Review and Recommendations  
**SBA FORM 147 100-F**

**NOTE: THIS FORM MAY BE SUBSTITUTED FOR A SIMILAR SBA-APPROVED DIGITAL INSTRUMENT**

School Name & Address				Phone	Date
School Number	Grades Served	Building Program Capacity	Program % Utilization	Date of Original Construction	Additions

**Ten Year Enrollment Projections**

Previous Ten-Year Enrollments:			Future Ten Year Enrollments:		
2001 2011 Enrollment ____	2006 2016 Enrollment ____	2011 2021 Enrollment ____	2016 2026 Enrollment ____		
2002 2012 Enrollment ____	2007 2017 Enrollment ____	2012 2022 Enrollment ____	2017 2027 Enrollment ____		
2003 2013 Enrollment ____	2008 2018 Enrollment ____	2013 2023 Enrollment ____	2018 2028 Enrollment ____		
2004 2014 Enrollment ____	2009 2019 Enrollment ____	2014 2024 Enrollment ____	2019 2029 Enrollment ____		
2005 2015 Enrollment ____	2010 2020 Enrollment ____	2015 2025 Enrollment ____	2020 2030 Enrollment ____		

**Existing Facility Data**

**Describe Existing Facility:**

**Describe Existing Facility Site:**

**Recommendations for Future Use of Existing Facility:**

Describe any recommended changes to grade configuration(s), specific improvements/renovations necessary, new square footage required, or if a new facility is an option.

**(Additional Sheets May Be Needed)**

SBA-147

Revised 9/2015



### Building Improvement Cost Summary

School: \_\_\_\_\_

Description	Priority	Anticipated Completion Date	Total Cost	Anticipated Funding Source
<b>Site Improvements:</b>				
_____	_____	_____	\$ _____	_____
_____	_____	_____	\$ _____	_____
_____	_____	_____	\$ _____	_____
<b>New Construction:</b>				
_____	_____	_____	\$ _____	_____
_____	_____	_____	\$ _____	_____
<b>Renovations/Additions (List each separate):</b>				
_____	_____	_____	\$ _____	_____
_____	_____	_____	\$ _____	_____
_____	_____	_____	\$ _____	_____
_____	_____	_____	\$ _____	_____
_____	_____	_____	\$ _____	_____
<b>Technology:</b>				
_____	_____	_____	\$ _____	_____
_____	_____	_____	\$ _____	_____
<b>Others (Describe):</b>				
_____	_____	_____	\$ _____	_____
_____	_____	_____	\$ _____	_____
_____	_____	_____	\$ _____	_____
Contingency @ ____% addition/renovation			\$ _____	_____
A & E Fees at ____% on \$ _____			\$ _____	_____
Project Management at ____% on \$ _____			\$ _____	_____
Survey, geotechnical, contingency and other			\$ _____	_____
<b>Total Improvement Cost</b>			<b>\$ _____</b>	

-----  
**SUMMARY OF FUNDING SOURCES:**

Local	\$ _____	_____
Local Bond	\$ _____	_____
Local Levy	\$ _____	_____
SBA Needs	\$ _____	_____
SBA MIP	\$ _____	_____
Other (Describe)	\$ _____	_____

SBA-447 100-F

~~(Completed or On Going Projects)~~

Listed below are proposed capital improvement projects completed since January 1 of the previous calendar year. These projects are currently in the ~~county~~ Major Improvement Plan or are being amended into the plan with this action.

[illegible]

\*N – New      C – Completed      CO – Continuous

~~SBA 145a Revised 9/2015~~

~~(Prioritized List of Proposed Projects)~~

~~SBA FORM 145b~~

COUNTY \_\_\_\_\_ DATE \_\_\_\_\_

Listed below are proposed capital improvement projects in order of priority. These projects are currently in the county Major Improvement Plan or are being amended into the plan with this action. (Use additional forms as needed)

School / Facility Name	Project	Cost	In Current Plan? Y / N


SBA-145b-100-G  
Revised 9/2015

School Building Authority of West Virginia  
ABANDONED SCHOOLS REPORT  
SBA FORM 152 100-H

**NOTE: THIS FORM MAY BE SUBSTITUTED FOR A SIMILAR SBA-APPROVED DIGITAL INSTRUMENT**

**(List only abandoned schools still in the ownership of the ~~county board of education~~ LEA)**

[illegible]

~~SBA-152-100-H~~  
~~Revised 9/2015~~

School Building Authority of West Virginia  
**CEFP EXECUTIVE SUMMARY**  
~~Comprehensive Educational Facilities Plan~~  
**SBA FORM 462 100-I**

**NOTE: THIS FORM MAY BE SUBSTITUTED FOR A SIMILAR SBA-APPROVED DIGITAL INSTRUMENT**

ANNUAL REPORT YEAR \_\_\_\_\_ COUNTY: \_\_\_\_\_ PLANNING CYCLE: \_\_\_\_\_

1. Number of existing schools currently within the county (Include vocational, special education, adult education) \_\_\_\_\_
2. Number of schools that will be closed during the ten-year planning period \_\_\_\_\_
3. Number of schools that will exist in the county at the close of the ~~ten-year~~ planning period if the CEFP is completed. \_\_\_\_\_
4. Total estimated cost remaining to implement the entire CEFP \$ \_\_\_\_\_
5. Total estimated cost of anticipated SBA funded Needs and MIP projects in the CEFP. \$ \_\_\_\_\_
6. Total cost for all other projects within the CEFP to be funded from county or other sources excluding SBA funds. \$ \_\_\_\_\_
7. Has regionalization of school facilities been considered within the CEFP? Yes: \_\_\_\_\_  
If so, please give a brief description. No: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_
8. \*Approximate annual cost savings as a result of school closures anticipated in the CEFP?  
Annual Cost Savings: \$ \_\_\_\_\_ Avoided Costs: \$ \_\_\_\_\_  
Include approximate savings such as: annual utilities, annual maintenance & reduced staff also, subtract any related costs associated with additional transportation, one-time cost for moving of student and staff from a closed facility, etc.
9. ~~Has~~ Have educational innovations been addressed with the ~~ten-year~~ CEFP? Yes \_\_\_\_\_  
If so, please give a brief description. No \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

\*Please indicate annual cost savings per county as indicated. Also, please indicate any cost avoided per county such as anticipated expenditures on schools scheduled to be closed for major renovations that may be required should the facility remain open.

\_\_\_\_\_  
Date  
SBA 462 100-I - Revised 9/2015

\_\_\_\_\_  
County Superintendent

School Building Authority of West Virginia  
**COMPREHENSIVE EDUCATIONAL FACILITIES PLAN**  
**APPLICATION FOR AMENDMENT**  
**SBA FORM 106 101**

To be submitted to the SBA and the WVDE

**NOTE: THIS FORM MAY BE SUBSTITUTED FOR A SIMILAR SBA-APPROVED DIGITAL INSTRUMENT**

COUNTY: \_\_\_\_\_ DATE: \_\_\_\_\_

AMENDMENT #: \_\_\_\_\_ AMENDMENT TYPE(s):  
Budget \_\_\_ B. Project \_\_\_ C. Overall Plan \_\_\_\_\_

Date Amendment Approved by LEA: \_\_\_\_\_ Signature-County Superintendent: \_\_\_\_\_

Briefly describe the nature of the amendment and/or scope of work to be completed:

---

**A. BUDGET AMENDMENTS FOR PREVIOUSLY APPROVED PROJECT WITHIN THE CURRENT CEFP**

Include a revised CEFP finance plan summary sheet and any other altered CEFP pages with revision date as per Section E to specifically reflect the project expenditures requested in this amendment. Briefly describe the need to adjust the present budget.

		Budget Amount
1. Total project budget previously approved in CEFP		\$ _____
a. SBA Grant	\$ _____	
b. Other (describe)	\$ _____	
2. Amendment to this project budget (+/-)		\$ _____
a. SBA Grant	\$ _____	
b. Other (describe)	\$ _____	
3. Total amount of this project if amendment is approved		\$ _____



**B. AMENDMENT TO EXISTING OR NEW PROJECT** (Complete information on ~~reverse side of form~~ additional pages if 2, 3, or 4 are checked below)

- |   |   |
|---|---|
| 1. <input type="checkbox"/> Revise the scope of an existing project | 2. <input type="checkbox"/> Add a new project not currently in CEFP             |
| 3. <input type="checkbox"/> New addition or renovation project      | 4. <input type="checkbox"/> Technology and/or bldg. infrastructure Improvements |

Provide a revised budget in Part A for the project(s) affected by this amendment. Also, provide replacement sheets for the current approved plan on file in the SBA and WVDE offices for all chapters of the plan affected by the amendment. Include revision dates on all replacement sheets as per Section E.

**C. OVERALL PLAN AMENDMENT** (Complete Information on ~~reverse side of form~~ additional pages)

Amendments to the overall plan are defined as those changes that alter the educational delivery models (grade configuration, delivery system, etc.) or dramatically affect the major elements of the CEFP identified in State Board Policy 6200, Chapter 1, Handbook on Planning Schools or Goals and Objectives of the SBA (West Virginia Code §18-9D-15). Provide replacement sheets for the current approved plan on file in the SBA and WVDE offices for all chapters of the plan affected by the amendment include revisions dates on all replacement sheets as per Section E.

**D. AMENDMENT JUSTIFICATION AS REQUIRED IN WEST VIRGINIA CODE §18-9D-15**  
(Attachment additional backup information, if required)

1. Describe how the amendment alters the current ten-year comprehensive educational facilities plan, project, finance plan and changes in the scope of the project. (Narrative)
  
2. Provide the impact of this amendment upon the educational opportunities of students and the budget of the LEA. (Narrative)
  
3. Describe how the existing facility plan does not and the proposed amendment does meet the following goals of the SBA as described in WV Code §18-9D-16:
  - a. Student health and safety including, but not limited to, critical health and safety needs
  - b. ~~Economy~~ Economies of Scale, including compatibility with similar schools that have achieved the most economical organization, facility use and pupil-teacher ratios
  - c. Reasonable Travel Time and practical means of addressing other demographic considerations
  - d. Multi-County Project and regional planning to achieve the most effective and efficient instructional delivery system
  - e. ~~Curricular~~ Curriculum Improvements and diversification, including the use of instructional technology, distance learning and access to advanced courses in science, mathematics, language arts and social studies

f. ~~Educational~~ Innovations in Education

g. Adequate Space for projected student enrollments

\_\_\_\_\_ h. The history of efforts taken by the county board to propose or adopt local school bond issues or special levies to the extent Constitutionally permissible

\_\_\_\_\_ i. Regularly scheduled preventive maintenance

\_\_\_\_\_ j. How the project will assure the prudent and resourceful expenditure of state funds and achieve the purposes of this article for constructing, expanding, renovating or otherwise improving and maintaining school facilities for a thorough and efficient education.

#### **E. SUBMISSION OF REVISED CEFPPAGES**

List the page numbers changed in the CEFPP by this amendment, attach the altered pages to this form, place the revision date (revised [date]) on the bottom right hand corner of each revised page and submit one copy to both the SBA and the WVDE. If additional pages are required, use the page number from the preceding page in the CEFPP and add successive letters, i.e., 47, 47a, 47b, 48.

---

#### **FOR SBA AND SDE USE ONLY**

Project Number: \_\_\_\_\_

Previous Budget Approved: \$ \_\_\_\_\_ Amended Budget Approved: \$ \_\_\_\_\_

**SBA APPROVAL DATE:** \_\_\_\_\_ **SDE WVDE APPROVAL DATE:** \_\_\_\_\_

---

SBA/WVDE 106 101  
Revised 9/2015



School Building Authority of West Virginia  
**ANNUAL ENERGY USE**

**SBA FORM 479 110**

Please complete this form and send to SBA and SDE

**NOTE: THIS FORM MAY BE SUBSTITUTED FOR A SIMILAR SBA-APPROVED DIGITAL INSTRUMENT**

County: \_\_\_\_\_ Date: \_\_\_\_\_  
 Project: \_\_\_\_\_ Year Occupied: \_\_\_\_\_  
 Type of School Grade Configuration: \_\_\_\_\_ Building Square Footage: \_\_\_\_\_  
 Architect / Engineer: \_\_\_\_\_ Engineer Conditioned Square Footage: \_\_\_\_\_

Does this school currently have an HVAC maintenance contract? \_\_\_\_\_ Y \_\_\_\_\_ N \_\_\_\_\_

Briefly describe the equipment covered under the maintenance contract: \_\_\_\_\_

Annual cost of maintenance contract \$ \_\_\_\_\_ (N/A if not applicable)

Briefly describe the HVAC type and other major sources of energy demand within this facility: \_\_\_\_\_

Annual fuel usage \_\_\_\_\_ (MCF)

Annual electric usage \_\_\_\_\_ (KWH)

Annual fuel cost \$ \_\_\_\_\_

Annual electricity cost \$ \_\_\_\_\_

Does your building incorporate any energy conservation strategies? \_\_\_\_\_ Y \_\_\_\_\_ N \_\_\_\_\_

Describe any current or proposed energy conservation projects for this school: \_\_\_\_\_

**ENERGY INDEXES:** List the total amount of each fuel source consumed for the previous year, then multiply by the BTU Conversion factor to give the Total BTU used.

<b>Source (Units)</b>	<b>Consumption Per Year</b>	<b>Conversion (BTU/Unit)</b>	<b>= Total BTU</b>
Electric (Kilowatt-Hrs)		3,412	
Natural Gas (MCF) -or-		1,037,000	
Natural Gas (Decootherms)		1,000,000	
Coal (Tons)		24,000,000	
#2 Fuel Oil (Gallons)		138,874	
Propane (Pounds)		21,600	
Used Oil (Gallons)		125,000	
Wood Chips (Tons)		16,500,000	
Other (Specify			
Amount:			
Units:			
Total Btu Used:			
Divided by Conditioned Square Footage:			
<b>ENERGY USAGE INDEX (EUI):</b>			

Information Prepared By: \_\_\_\_\_

Date \_\_\_\_\_

Signature of Superintendent: \_\_\_\_\_

Date \_\_\_\_\_

SBA 479 110 Revised 9/2015

School Building Authority of West Virginia  
Policy & Procedures Handbook  
APPENDIX OF SBA FORMS

**Chapter 2 Forms**  
**FORMS TO SUPPLEMENT GRANTS, APPLICATIONS, AND FINANCE PROCEDURES**

**NEEDS**

School Building Authority of West Virginia  
**SCHOOL CONSTRUCTION FUND "NEEDS" PROJECT**  
**EXECUTIVE SUMMARY**  
**SBA FORM 420 201**

NOTE: In order to provide the best information to the SBA,  
this form must be filled out completely and with clarity.

**PROJECT:** \_\_\_\_\_  
**COUNTY:** \_\_\_\_\_ **PROJECT COST** \$ \_\_\_\_\_

<del>IMPLEMENTING TOTAL CEFP</del>		<u>PROPOSED FUNDING SOURCES FOR THIS PROJECT</u>	
SBA NEEDS	\$ _____	SBA Funds Request	\$ _____
SBA MIP	\$ _____		
LOCAL	\$ _____	Local Funds Commitment	\$ _____
FEDERAL	\$ _____	Federal Funds	\$ _____
OTHER	\$ _____	Other Funds ( _____ )	\$ _____
TOTAL	\$ _____	Total Project Cost	\$ _____

**PROJECT DESCRIPTION:**

**COUNTY FINANCE INFORMATION:**

Bonding Capacity \$ \_\_\_\_\_ Available Bonding Capacity \$ \_\_\_\_\_  
Excess Levy Capacity \$ \_\_\_\_\_ Remaining Levy Capacity \$ \_\_\_\_\_  
Financially Distressed County by the WVDE? Yes \_\_\_\_\_ No \_\_\_\_\_  
If you have an Excess Levy:  
What percentage are you currently collecting? \_\_\_\_\_ %  
What amount of the excess levy is dedicated to capital improvements annually? \$ \_\_\_\_\_  
What is the expiration date of your levy? \_\_\_\_\_

**PROJECT DESCRIPTION:**

**PROJECT STATUS:**

Site Selected: Yes \_\_\_\_\_ No \_\_\_\_\_ New Site \_\_\_\_\_ N/A \_\_\_\_\_  
Flood Elevation Certification Received: Yes \_\_\_\_\_ No \_\_\_\_\_  
Geotechnical: Yes \_\_\_\_\_ No \_\_\_\_\_  
Existing Board Owned Property: Yes \_\_\_\_\_ No \_\_\_\_\_ Option to Purchase \_\_\_\_\_  
Survey Performed: Yes \_\_\_\_\_ No \_\_\_\_\_

Describe all Site Programming / Preliminary Building Design Completed at this time—Describe:

**SCHOOL CLOSURE STATUS:**

School Closure Required Yes \_\_\_\_\_ No \_\_\_\_\_  
County Hearing ~~Done~~ Complete Yes \_\_\_\_\_ No \_\_\_\_\_  
County BOE Approved Yes \_\_\_\_\_ No \_\_\_\_\_  
WV BOE Approved Yes \_\_\_\_\_ No \_\_\_\_\_ If No, Date Scheduled: \_\_\_\_\_

**PROTO-TYPE SCHOOL**

Has the county board considered using a proto-typical building design for this project? Yes \_\_\_\_\_ No \_\_\_\_\_  
To the extent possible, will the county board be using A proto-typical design for this project? Yes \_\_\_\_\_ No \_\_\_\_\_

**OPERATIONAL AND FINANCIAL IMPACTS OF THIS PROPOSED PROJECT**

Describe the Anticipated Annual Savings: \$ \_\_\_\_\_

Describe the Projected Cost Avoidance: \$ \_\_\_\_\_

**COMPLIANCE WITH SBA REQUIREMENTS—PROPOSED NEW PROJECT AS DESCRIBED IN WV CODE §18-9D-16**

Describe how the current facilities do not meet and how the project grant request proposes to address the following criteria:

**I. HEALTH AND SAFETY**

Is the facility located in the flood plain Yes \_\_\_\_\_ No \_\_\_\_\_

If the facility has previously been damaged by a flooding event, please indicate the year in which the event occurred and the dollar amount of damage sustained.

Describe how the project addresses student health and safety including, but not limited to, critical health and safety needs.

**II. ECONOMIES OF SCALE**

Annual Savings \$ \_\_\_\_\_ Cost Avoidance \$ \_\_\_\_\_

Using the grade configuration described, the proposed facility will \_\_\_\_\_ will not \_\_\_\_\_ meet the SBA Economies of Scale Guidelines as set forth in Section 207 of the Policy & Procedures Handbook. The facility houses (will house) \_\_\_\_\_ students while \_\_\_\_\_ students are required to meet Economies of Scale Guidelines of this grade configuration.

Students required \_\_\_\_\_ Students enrolled \_\_\_\_\_

**IF IMPLEMENTED, WHAT IS THE EFFECT OF THIS PROJECT ON PERSONNEL**

• Teacher	Present No. _____	Projected No. _____	Difference _____
• Service Personnel	Present No. _____	Projected No. _____	Difference _____
• Administrators	Present No. _____	Projected No. _____	Difference _____

Describe how the proposed project proposes to achieve economies of scale, including compatibility with similar schools that have achieved the most economical organization, facility use and pupil-teacher ratios.

### III. REASONABLE TRAVEL TIME

Describe any proposed changes to student travel time and the practical means of addressing other demographic considerations.

### IV. MULTI-COUNTY PROJECT

As a part of this project proposal, describe any considerations given include any multi-county and regional planning aspects to achieve the most effective and efficient instructional delivery system.

### V. CURRICULUM IMPROVEMENT AND DIVERSIFICATION

Describe any considerations given in this project toward curriculum improvement and diversification, including the use of instructional technology, distance learning and access to advanced courses in science, mathematics, language arts and social studies

### VI. EDUCATIONAL INNOVATIONS AND IMPROVEMENTS

Describe any provisions within this project proposal that strive to achieve innovations in education.

### VII. ADEQUATE SPACE FOR PROJECTED STUDENT ENROLLMENT

Describe how this proposal affects the ability to provide adequate space for the projected student enrollment.

### TRAVEL TIME

### VIII. LOCAL BOND HISTORY EFFORTS

Describe the history of efforts taken by the county board to propose or adopt local school bond issues or special levies to the extent Constitutionally permissible

### IX. PREVENTATIVE MAINTENANCE

Describe how the proposed project impact's the County's regularly scheduled Preventative Maintenance program.

### ADDITIONAL COMMENTS:

## #1 DESCRIPTION OF EXISTING FACILITIES

- \_\_\_\_\_ School currently houses grades \_\_\_\_\_
- Constructed on a \_\_\_\_\_ acre site in 20\_\_ which is adequate \_\_\_\_\_ inadequate \_\_\_\_\_
- \_\_\_\_\_ major addition(s) in 20\_\_
- Existing \_\_\_\_\_ story facility contains \_\_\_\_\_ sq.ft.
- Is the existing facility located in the flood plain Yes \_\_\_\_\_ No \_\_\_\_\_
- Current enrollment is \_\_\_\_\_
- 8<sup>th</sup> Year Projected Enrollment \_\_\_\_\_
- Building utilization is \_\_\_\_\_ %
- Utilities: Public Water \_\_\_\_\_ On-Site Well \_\_\_\_\_ Public Sewage \_\_\_\_\_
- Package Plant \_\_\_\_\_ Other \_\_\_\_\_
- HVAC: Gas \_\_\_\_\_ Electric \_\_\_\_\_ Coal \_\_\_\_\_ Other \_\_\_\_\_
- What is the facility's Energy Usage Index (EUI)? \_\_\_\_\_
- Cost to upgrade to current standard is \$ \_\_\_\_\_
- Existing facility contains \_\_\_\_\_ major structural problems
- Health, safety and building accessibility, comments: \_\_\_\_\_

## #2 DESCRIPTION OF EXISTING FACILITIES

- \_\_\_\_\_ School currently houses grades \_\_\_\_\_
- Constructed on a \_\_\_\_\_ acre site in 20\_\_ which is adequate \_\_\_\_\_ inadequate \_\_\_\_\_
- \_\_\_\_\_ major addition(s) in 20\_\_
- Existing \_\_\_\_\_ story facility contains \_\_\_\_\_ sq.ft.
- Is the existing facility located in the flood plain Yes \_\_\_\_\_ No \_\_\_\_\_
- Current enrollment is \_\_\_\_\_
- 8<sup>th</sup> Year Projected Enrollment \_\_\_\_\_
- Building utilization is \_\_\_\_\_ %
- Utilities: Public Water \_\_\_\_\_ On-Site Well \_\_\_\_\_ Public Sewage \_\_\_\_\_
- Package Plant \_\_\_\_\_ Other \_\_\_\_\_
- HVAC: Gas \_\_\_\_\_ Electric \_\_\_\_\_ Coal \_\_\_\_\_ Other \_\_\_\_\_
- What is the facility's Energy Usage Index (EUI)? \_\_\_\_\_
- Cost to upgrade to current standards is \$ \_\_\_\_\_
- Existing facility contains \_\_\_\_\_ major structural problems
- Health, safety and building accessibility, comments: \_\_\_\_\_

Complete one of the above descriptions for each school affected.

SBA 420 201  
Revised 9/2015



School Building Authority of West Virginia  
**PROJECT EXECUTIVE SUMMARY**  
**MAJOR IMPROVEMENT PLAN PROJECT (MIP)**  
**EXECUTIVE SUMMARY**  
**SBA FORM 465 202**

NOTE: In order to provide the best information to the SBA,  
this form must be filled out completely and with clarity.

**PROJECT:** \_\_\_\_\_  
**COUNTY:** \_\_\_\_\_ **COUNTY PRIORITY:** \_\_\_\_\_  
**PROJECT COST** \_\_\_\_\_ **DATE** \_\_\_\_\_ **SBA FUNDING CYCLE** \_\_\_\_\_

**PROJECT DESCRIPTION:**

**FUNDING SOURCE:**

TO IMPLEMENTING TOTAL MIP		<b>PROPOSED FUNDING SOURCES FOR THIS PROJECT</b>	
SBA MIP	\$ _____	SBA Funds Request	\$ _____
LOCAL	\$ _____	Local Funds Commitment	\$ _____
FEDERAL	\$ _____	Federal Funds	\$ _____
OTHER	\$ _____	Other Funds ( _____ )	\$ _____
TOTAL	\$ _____	Total Project Cost	\$ _____

**PROJECT DESCRIPTION:**

**COUNTY FINANCE INFORMATION:**

Bonding Capacity	\$ _____	Available Bonding Capacity	\$ _____
Excess Levy Capacity	\$ _____	Available Levy Capacity	\$ _____

**COUNTYWIDE BUDGET INFORMATION**

- Are Excess Levy Funds Dedicated Annually to Maintenance? Yes \_\_\_ No \_\_\_  
Amount \$ \_\_\_\_\_
- Are Excess Levy Funds Dedicated Annually to Building Improvements? Yes \_\_\_ No \_\_\_  
Amount \$ \_\_\_\_\_
- Percent of Total Building Improvement or Maintenance Budget supported by Levy \_\_\_\_\_%.  
(Based on data provided above)
- Percent of Total County Budget dedicated to Facility Maintenance \_\_\_\_\_%
- Maintenance Budget this Year \$ \_\_\_\_\_
- Maintenance Expenditures Last Year Total \$ \_\_\_\_\_  
\$/Square Foot \_\_\_\_\_
- ~~Average Maintenance Budget for lowest three of the past five years \$ \_\_\_\_\_~~

### **OPERATIONAL AND FINANCIAL IMPACTS OF THIS PROPOSED PROJECT**

Describe the Anticipated Annual Savings: \$ \_\_\_\_\_

Describe the Projected Cost Avoidance: \$ \_\_\_\_\_

### **COMPLIANCE WITH SBA REQUIREMENTS—PROPOSED NEW PROJECT AS DESCRIBED IN WV CODE §18-9D-16**

~~Briefly describe how this project affects the following~~ Describe how the current facilities do not meet *and* how the project grant request proposes to address the following criteria:

#### **I. HEALTH AND SAFETY**

Is the facility located in the flood plain Yes \_\_\_\_\_ No \_\_\_\_\_

If the facility has previously been damaged by a flooding event, please indicate the year in which the event occurred and the dollar amount of damage sustained.

Describe how the project addresses student health and safety including, but not limited to, critical health and safety needs.

#### **II. ECONOMIES OF SCALE**

Number of students enrolled in the affected facilities \_\_\_\_\_

Economies of scale will \_\_\_\_\_ will not \_\_\_\_\_ be achieved or will not be altered \_\_\_\_\_ as a result of the completion of this project.

Annual Savings \$ \_\_\_\_\_ Cost Avoidance \$ \_\_\_\_\_

Using the grade configuration described, the proposed facility will \_\_\_\_\_ will not \_\_\_\_\_ meet the SBA Economies of Scale Guidelines as set forth in Section 207 of the Policy & Procedures Handbook. The facility houses (will house) \_\_\_\_\_ students while \_\_\_\_\_ students are required to meet Economies of Scale Guidelines of this grade configuration.

Students required \_\_\_\_\_ Students enrolled \_\_\_\_\_

#### **IF IMPLEMENTED, WHAT IS THE EFFECT OF THIS PROJECT ON PERSONNEL**

• Teacher	Present No. _____	Projected No. _____	Difference _____
• Service Personnel	Present No. _____	Projected No. _____	Difference _____
• Administrators	Present No. _____	Projected No. _____	Difference _____

Describe how the proposed project proposes to achieve economies of scale, including compatibility with similar schools that have achieved the most economical organization, facility use and pupil-teacher ratios.

#### **III. REASONABLE TRAVEL TIME**

Describe any proposed changes to student travel time and the practical means of addressing other demographic considerations.



#### IV. MULTI-COUNTY PROJECT

As a part of this project proposal, describe any considerations given include any multi-county and regional planning aspects to achieve the most effective and efficient instructional delivery system.

#### V. CURRICULUM IMPROVEMENT AND DIVERSIFICATION

Describe any considerations given in this project toward curriculum improvement and diversification, including the use of instructional technology, distance learning and access to advanced courses in science, mathematics, language arts and social studies

#### VI. EDUCATIONAL INNOVATIONS AND IMPROVEMENTS

Describe any provisions within this project proposal that strive to achieve innovations in education.

#### VII. ADEQUATE SPACE FOR PROJECTED STUDENT ENROLLMENT

Describe how this proposal affects the ability to provide adequate space for the projected student enrollment.

#### TRAVEL TIME

#### VIII. LOCAL BOND HISTORY EFFORTS

Describe the history of efforts taken by the county board to propose or adopt local school bond issues or special levies to the extent Constitutionally permissible

#### EFFECTIVE AND EFFICIENT USE OF PROPOSED FUNDING

#### IX. PROVIDING OR IMPROVING A PREVENTIVE MAINTENANCE PLAN

Describe how the proposed project impact's the County's regularly scheduled Preventative Maintenance program.

#### X. EFFECTIVE AND EFFICIENT USE OF FUNDING

Describe how the proposed project represents and effective use of state and local funding.

#### FURTHERANCE OF THE OVERALL GOALS OF THE SBA AND THE COUNTY/AGENCY MAJOR IMPROVEMENT PLAN

#### ADDITIONAL COMMENTS:

SBA 465 202

Revised 9/2015

School Building Authority of West Virginia

THREE PERCENT PROJECT

EXECUTIVE SUMMARY

SBA FORM 203

NOTE: In order to provide the best information to the SBA,  
this form must be filled out completely and with clarity.

**PROJECT:**

**FACILITY:**

**PROJECT PRIORITY:**

**COUNTIES SERVED:**

**PROPOSED FUNDING SOURCES FOR THIS PROJECT**

SBA Funds Request	\$
Local Funds Commitment	\$
Federal Funds	\$
Other Funds ( )	\$
Total Project Cost	\$

**PROJECT DESCRIPTION:**

**FACILITY FINANCE INFORMATION:**

- Percent of Total Budget dedicated to Facility Maintenance %
- Maintenance Budget this Year \$
- Maintenance Expenditures Last Year Total \$  
\$/Square Foot

**OPERATIONAL AND FINANCIAL IMPACTS OF THIS PROPOSED PROJECT**

Describe the Anticipated Annual Savings: \$

Describe the Projected Cost Avoidance: \$

**COMPLIANCE WITH SBA REQUIREMENTS AS DESCRIBED IN WV CODE §18-9D-16**

Describe how the current facilities do not meet and how the project grant request proposes to address the following criteria:

**I. HEALTH AND SAFETY**

Is the facility located in the flood plain Yes No

If the facility has previously been damaged by a flooding event, please indicate the year in which the event occurred and the dollar amount of damage sustained.

Describe how the project addresses student health and safety including, but not limited to, critical health and safety needs.

## II. ECONOMIES OF SCALE

Describe how the proposed project proposes to achieve economies of scale, including compatibility with similar schools that have achieved the most economical organization, facility use and pupil-teacher ratios.

## III. REASONABLE TRAVEL TIME

Describe any proposed changes to student travel time and the practical means of addressing other demographic considerations.

## IV. MULTI-COUNTY PROJECT

As a part of this project proposal, describe any considerations given include any multi-county and regional planning aspects to achieve the most effective and efficient instructional delivery system.

## V. CURRICULUM IMPROVEMENT AND DIVERSIFICATION

Describe any considerations given in this project toward curriculum improvement and diversification, including the use of instructional technology, distance learning and access to advanced courses in science, mathematics, language arts and social studies

## VI. EDUCATIONAL INNOVATIONS

Describe any provisions within this project proposal that strive to achieve innovations in education.

## VII. ADEQUATE SPACE

Describe how this proposal affects the ability to provide adequate space for the projected student enrollment.

## VIII. LOCAL BOND HISTORY EFFORTS

Describe the history of efforts taken by the county board to propose or adopt local school bond issues or special levies to the extent Constitutionally permissible

## IX. PREVENTIVE MAINTENANCE

Describe how the proposed project impact's the County's regularly scheduled Preventative Maintenance program.

## X. EFFECTIVE AND EFFICIENT USE OF FUNDING

Describe how the proposed project represents and effective use of state and local funding.

## ADDITIONAL COMMENTS:

SBA 202

School Building Authority of West Virginia  
**SCHOOL ACCESS SAFETY AUDIT**  
**SBA FORM 206**

COUNTY: \_\_\_\_\_ SCHOOL: \_\_\_\_\_  
DATE AUDIT PERFORMED: \_\_\_\_\_  
AUDITED BY: \_\_\_\_\_

**Access Control Audit – Planning**

*A Safety Committee's primary function is to monitor school safety needs for the purpose of identifying problems and recommending solutions for school safety. These stakeholders serve as the steering committee for self-assessment and planning. Written policies communicate responsibilities for preventing, managing and responding to violence or crises.*

**Indicate the extent to which each of the following is in place.**

not at all/ partial/ effective

- |       |       |       |   |
|-------|-------|-------|---|
| _____ | _____ | _____ | 1. A functional school Safety Committee (i.e. administrator, teacher, secretary, custodian, student, parent, 911 responders) is in place.             |
| _____ | _____ | _____ | 2. There is a system-wide, documented "Closed Campus" policy to ensure authorized access to the school by staff, students and visitors.               |
| _____ | _____ | _____ | 3. There are system-wide, documented "Lock Down" procedures for staff.  |
| _____ | _____ | _____ | 4. "Lock Down" procedures are drilled and evaluated on a regular basis to ensure timely responses for staff and students.                             |
| _____ | _____ | _____ | 5. All visitors are required to produce photo ID and be authorized by a staff member at the main entrance before access to the building is permitted. |
| _____ | _____ | _____ | 6. All visitors are issued a temporary badge that hangs on a lanyard around the neck before access to the building is permitted.                      |
| _____ | _____ | _____ | 7. Has a current and comprehensive crisis plan in place, known by staff and rehearsed through periodic drills (i.e. evacuation, shelter-in-place).    |
| _____ | _____ | _____ | 8. Accurate evacuation maps are posted in every room (i.e. classrooms, offices, restrooms) in the school.   |
| _____ | _____ | _____ | 9. Has a documented chain-of-command structure in place to manage crises.   |

**Access Control Audit – Deterrence**

*Deterrence is any preemptive action, reaction, administrative capability, or design, which moderates a threat or act. It reduces the motivation of adversaries (i.e., discourages, hinders, impedes, restrains).*

**Indicate the extent to which each of the following is in place.**

not at all/ partial/ effective

- |     |     |     |  |
|-----|-----|-----|--|
| ___ | ___ | ___ | 1. Signs at campus entries (i.e. parking lot) and perimeter prohibit contraband (i.e. weapons, drugs) and trespassing on school property.                    |
| ___ | ___ | ___ | 2. Signs on all school exterior doors, inside and outside, state each door's usage (i.e. main entrance, alternate entrance, emergency exit).                 |
| ___ | ___ | ___ | 3. Numbers are clearly posted on all school <u>exterior</u> doors, inside and outside, for emergency responders.   |
| ___ | ___ | ___ | 4. Room numbers are clearly posted on all <u>interior</u> doors (i.e. offices, classrooms) for emergency responders.   |
| ___ | ___ | ___ | 5. Fixed or moveable barriers are positioned to prevent vehicular access to areas where people gather (i.e. main entrance, grounds).                         |
| ___ | ___ | ___ | 6. Shrubbery near entries, windows and pathways has been trimmed to a maximum height of 24 inches to provide clear lines of sight and prevent concealment.   |
| ___ | ___ | ___ | 7. Trees limbs near entries, windows and pathways have been trimmed to a minimum height of six feet to provide clear lines of sight and prevent concealment. |
| ___ | ___ | ___ | 8. Measures have been implemented to prevent unauthorized access onto the school roof.   |
| ___ | ___ | ___ | 9. Exterior lighting at entries, along pathways, and in parking areas is bright and allows for viewing of unauthorized activities.                           |

### Access Control Audit – Detection

*Detection is sensing and assessing unauthorized acts in a timely manner. Unauthorized acts may use either force or deceit tactics. Detection may be accomplished by personnel or hardware (alarm sensors, access control devices, and assessment).*

#### Indicate the extent to which each of the following is in place.

not at all/ partial/ effective

- |     |     |     |   |
|-----|-----|-----|---|
| ___ | ___ | ___ | 1. All adults in the school (i.e. staff, visitors, contractors) are required to wear ID badges on a lanyard around the neck.          |
| ___ | ___ | ___ | 2. Staff are continuously trained and drilled to ensure knowledge of security procedures, means, and roles in responding to a crisis. |
| ___ | ___ | ___ | 3. The school has a closed-circuit television system that includes a camera at the main entrance and digital recording capabilities.  |

- |     |     |     |   |
|-----|-----|-----|---|
| ___ | ___ | ___ | 4. The school has an intrusion alarm system that includes central station monitoring.   |
| ___ | ___ | ___ | 5. The school utilizes equipment (hand-held or portal), K-9s and procedures to detect contraband (i.e. metal, drugs, explosives).               |
| ___ | ___ | ___ | 6. Entries approved for authorized access by staff and students are monitored to ensure proper use and prevent unauthorized access by visitors. |
| ___ | ___ | ___ | 7. The school makes use of entry control devices (i.e. cards, fobs, keys) to prevent unauthorized access to the building.                       |

#### **Access Control Audit – Delay**

*Delay is a physical barrier that slows and impedes an unauthorized act after it has been detected.*

##### **Indicate the extent to which each of the following is in place.**

not at all/ partial/ effective

- |     |     |     |   |
|-----|-----|-----|---|
| ___ | ___ | ___ | 1. All classrooms and offices are equipped with functional locking mechanisms and all staff are trained in their uses.        |
| ___ | ___ | ___ | 2. Existing locking mechanisms on classroom and office doors lock from the inside.  |
| ___ | ___ | ___ | 3. Windows in classroom and office doors are reinforced (i.e. wire, mesh, plastic laminate) to prevent forced access.         |
| ___ | ___ | ___ | 4. Windows adjacent to classroom and office doors are reinforced (i.e. wire mesh, plastic laminate) to prevent forced access. |
| ___ | ___ | ___ | 5. The main entrance to the building has a locked vestibule (man trap) for visitor authorization purposes.                    |
| ___ | ___ | ___ | 6. All school entrances are monitored and controlled through locking, supervision, or electronic surveillance.                |
| ___ | ___ | ___ | 7. Access to sensitive areas (i.e. computer labs) is restricted through the use of access control systems.                    |
| ___ | ___ | ___ | 8. The school possesses and implements written key control practices for interior and exterior doors.                         |

#### **Access Control Audit – Communications**

*Communication systems consist of the equipment and procedures used by school personnel for sending and receiving messages, both internally and externally.*



**Indicate the extent to which each of the following is in place.**

not at all/ partial/ effective

- \_\_\_ \_\_\_ \_\_\_ 1. Intercom systems to reach school response personnel in an emergency are available throughout the school.
- \_\_\_ \_\_\_ \_\_\_ 2. Public Address (PA) systems to reach school response personnel in an emergency are available throughout the school and campus.
- \_\_\_ \_\_\_ \_\_\_ 3. Telephone systems to reach school response personnel and 911 responders in an emergency are available throughout the school.
- \_\_\_ \_\_\_ \_\_\_ 4. The school has a dedicated outside line to reach emergency responders during a crisis.
- \_\_\_ \_\_\_ \_\_\_ 5. Two-way radios to reach school response personnel in an emergency are available throughout the school and campus.
- \_\_\_ \_\_\_ \_\_\_ 6. Duress (panic) devices are available throughout the school and campus.
- \_\_\_ \_\_\_ \_\_\_ 7. Public Address (PA) systems are equipped with back-up power supplies (i.e. battery, generator).

School Building Authority of West Virginia

**SCHOOL ACCESS SAFETY REPAIR AND RENOVATION SCHEDULE**

SBA FORM 160

COUNTY: \_\_\_\_\_

DATE: \_\_\_\_\_

SCHOOL	REPAIR/ RENOVATIONS	PRIORITY	ANTICIPATED COMPLETION	COST	FUNDING SOURCE

Use additional lines as necessary

School Building Authority of West Virginia  
**ECONOMY OF SCALE WAIVER REQUEST**  
**SBA FORM 134 207**

County \_\_\_\_\_ Facility Name \_\_\_\_\_ Date \_\_\_\_\_  
Classification of Facility \_\_\_\_\_ Current Grade Configuration \_\_\_\_\_  
Current Enrollment \_\_\_\_\_ Proposed Grade Configuration as per CEFPP \_\_\_\_\_

- A. Describe Proposed Construction/Renovation to occur at this facility. Is there emergency health or safety issues involved in this improvement? Elaborate fully.
- B. Describe how the proposed project proposes to achieve economies of scale, including compatibility with similar schools that have achieved the most economical organization, facility use and pupil-teacher ratios.
- C. Will this facility be a receiving school for other future consolidation facilities as described in the County's CEFPP? If so, identify school(s) that are proposed to be closed, the number of students to be transferred to this facility and the school year projected:
- |           |       |             |       |
|-----------|-------|-------------|-------|
| School(s) | _____ | Enrollment  | _____ |
|           | _____ | to be       | _____ |
|           | _____ | Transferred | _____ |
- D. Describe specific geographical barriers that would require this facility to remain in operation even though it does not meet Economies of Scale.
- E. Is this the only school in the county that serves students at this grade level?  
\_\_\_\_\_ Yes \_\_\_\_\_ No  
Has a Multi-county/Regional project been considered to improve the educational opportunities of students and the Economies of Scale? Provide supporting data describing this alternative.

If this facility were closed and consolidated with the nearest compatible school, what would the maximum travel time be, the name of the receiving school and the number of students that would be required to travel on a school bus beyond the State Department of Education recommended travel times?

Receiving School(s) Name \_\_\_\_\_  
\_\_\_\_\_

Maximum travel time for students from closed school \_\_\_\_\_

Number of students that would be required to travel by a school bus that would exceed the State Department of Education recommended travel time \_\_\_\_\_

**Additional supporting documentation may be attached, if ~~desirable~~ necessary.**  
SBA 134 207 Revised 9/2015



School Building Authority of West Virginia  
**SBA MAXIMUM GROSS BUILDING SQUARE FOOTAGE ALLOWANCE**  
**SBA FORM 166 208** (Revised April 2009)

Number of Students	Square Feet Per Student	Number of Students	Square Feet Per Student
<b>ELEMENTARY</b> (PreK-5)	(NEW)	<b>MIDDLE SCHOOLS</b> (6-8)	
Up to 240 students	168	Up to 500 students	154
241-265	158	501-550	149
266-290	150	551-600	144
291-315	141	601-650	138
316-340	135	651-700	133
341-399	128	701-750	128
400-440	118	751-800	123
441-490	112	801-850	118
491-540	106	851-925	113
541-590	100	926-1000	107
591-640	100	Over 1,000 students	102
Over 641 students	99		
<b>HIGH SCHOOLS</b> (9-12)			
Up to 500 students	234		
501-550	224		
551-600	219		
601-650	213		
651-700	198		
701-750	188		
751-799	181		
800-900	175		
901-1,000	168		
1,001-1,150	163		
1,151-1,300	157		
1,301-1,500	152		
Over 1,500 students	146		

Notes:

1. Maximum allowable square footages are used to provide equity for funding of school with various design enrollments per the requirements of Section 208 of this Handbook – SBA Funding Formula Procedures. ~~Actual~~ Unless an extraordinary Educational Specification that requires additional square footage has been approved by the WVDE and SBA, the maximum building design square footage will be dictated by the number of square feet allowed per student and the building program utilization established design enrollment calculation prepared for each project. ~~If a full or partial inclusion Model No. 1 for special education is used, the maximum square footage may be reduced.~~

2. On projects where the design enrollment is below 240 students for a proposed Elementary School, below 500 students for a proposed Middle School or High School, the LEA and the Architect shall work with the SBA prior to the submission of the grant proposal to ensure the programmatic requirements can be met within the maximum square footage allowance.

3. On projects such as a PreK-8 facility where multiple categories of square footage allowances apply, the enrollment projection breakdown per grade level shall be used across the applicable categories to formulate the maximum square footage allowance.

(SBA GRANT NAME) GRANT CONTRACT  
**SBA FORM 209**

**GRANT AGREEMENT BETWEEN THE  
SCHOOL BUILDING AUTHORITY OF WEST VIRGINIA  
AND  
THE \_\_\_\_\_ COUNTY BOARD OF EDUCATION  
CONTRACT UP TO THE AMOUNT OF \$ \_\_\_\_\_  
WITH THE BOARD OF EDUCATION OF THE COUNTY OF \_\_\_\_\_**

This Grant Contract (the "Contract") is entered into by and between the School Building Authority of West Virginia ("Authority SBA") and The \_\_\_\_\_ County Board of Education of the County of \_\_\_\_\_ (the "County Board") this \_\_\_\_ day of \_\_\_\_\_, 20\_\_.

**RECITALS**

A. The Authority SBA was established pursuant to the Constitution and laws of the State of West Virginia, including, particularly, Chapter 18, Article 9D of the Code of West Virginia, 1931, as amended (the "Code") (the "Act") to provide available funds (as described in ~~Section 18-9D-6-1 et seq.~~ of the Act) to finance the costs of acquisition, construction, renovation, emergencies, repair and safety upgrading of facilities for public school purposes in the State of West Virginia (the "State").

B. In accordance with the Act and the Program Guidelines of the Authority SBA, and at the request of the County Board, the Authority has determined to grant funds to the County Board for the purpose of financing the costs of the projects described in ~~Exhibit A-1 attached hereto~~ as follows:

**(Project Description Inserted Here)**

C. This Contract provides the terms and conditions upon which the Authority agrees to make, and the County Board agrees to accept such grant.

Section 1. Subject to the terms and conditions described herein, the Authority hereby grants to the County Board, funds up to \$ \_\_\_\_\_ (the "Grant"). The expiration date of this funding grant shall be \_\_\_\_\_.

Section ~~72~~. In accordance with the mandates of the Act and regulations promulgated thereunder (the "Code"), the County Board covenants and agrees to expend all of the ~~proceeds of the Grant funds~~ by its designated expiration date as set forth in Paragraph C., Section 1., and in accordance with ~~Exhibit A-2, the Project Development Schedule of this Contract. If the County Board fails to expend the entire Grant by such date, the County Board hereby authorizes and directs the Authority to withdraw and the Depository to pay to the Authority any amounts remaining on deposit in the County Account five business days after the above referenced expiration dates.~~

Section ~~53~~. The County Board hereby covenants and agrees to use the ~~proceeds of the Grant funds~~ only for approved expenditures with respect to the specific project described ~~on Exhibit A-1 in "B" of this Contract.~~ unless it receives the prior written consent of the Authority SBA. The County Board agrees not to submit a requisition for expenditures ~~which will not be~~ incurred with respect to the project. The County Board agrees to ~~cause said project to be constructed said project~~ within the total sums available to it, ~~including said Grant,~~ in accordance

with the plan submitted by the County to the Authority SBA for funding as described in ~~Exhibit A-1~~ in "B" of this Contract, and in accordance with the regulations, guidelines and direction of the Authority SBA.

~~Section 4.~~ Amounts in the County Account (not including investment earnings therein), may be withdrawn by the County Board at any time upon submitting a Requisition in the form attached hereto as Exhibit B to the Depository, with a copy submitted at the same time to the Authority. The Authority shall have the right to request additional information and/or documentation from the County Board with respect to any such Requisition. Disbursement shall not be made until the Authority approves such Requisition.

~~Section 24 4.~~ The County Board agrees that funds for payment of all requisitions shall be made available from this Grant processed in the proportion of State to Local or other funds dedicated to this project, as defined below: Initial payments shall be made based on the following schedule based on the estimated percentage of State to local funds shown on Exhibit A-1:

<u>Responsible Party</u>	<u>Percentage of Funds Submitted for Payment-Dedicated Funds</u>
Authority	<u>00.00% \$0.00</u>
County Board	<u>-00.00% \$0.00</u>
Total Project Funding	<u>100.00% \$ 0.00</u>

~~Section 35.~~ Upon receipt of evidence satisfactory to the Authority that the The County Board is prepared to commence expenditures of the proceeds of the Grant during the then current fiscal year, the proceeds of the Grant shall be transferred from the Authority's School Construction Fund held by the West Virginia State Treasurer to United Bank (the "Depository") and deposited in a fund to be known as the "School Building Authority of West Virginia Project Fund" (the "Project Fund"). The proceeds of the Grant shall be held in a separate subaccount of the Project Fund in the name of the County Board (the "County Account"). The County Board hereby authorizes the Depository to invest amounts on deposit in the County Account in investment securities at the direction of the Authority. All interest earned on such will inure to the benefit of the Authority and will not be available for withdrawal by the County Board must submit a Requisition in the form attached hereto as Exhibit B to the SBA. The SBA shall have the right to request additional information and/or documentation from the County Board with respect to any such Requisition. Disbursement shall not be made until the SBA approves such Requisition.

~~Section 22 6.~~ The County Board of Education understands that it must conduct any school closure hearings that may be required by for this Project and obtain State Board of Education approval of such closures prior to submitting any invoice-Requisition to the SBA for consideration of payment and that the SBA will not recognize any invoice Requisition prior to such action by the County and State Boards of Education.

~~Section 14 7.~~ Should the desired building design costs exceed the total construction funds available, the County must reduce the scope of the Project and/or value engineer the facility to the satisfaction of the Authority prior to proceeding to the next Project development phase. Failure to do so may be interpreted by the SBA as a Breach of Contract resulting in negation of the Grant Agreement between the County B local board and the SBA. The County Board should work to ensure that project costs do not exceed the total funds available. However, should the project costs exceed the total funds available, the County Board must, to the SBA's satisfaction,



reduce the scope of the project, value engineer the facility, or commit additional local funds prior to proceeding to the next project phase.

Section ~~6~~ 8. The County Board agrees that the funds it receives as a Grant will not be used by the maintenance department of the County Board for the purpose of purchasing materials and equipment needed to improve and maintain existing facilities outside the scope of this project.

Section ~~13~~ 9. The County Board agrees to comply with all requirements as listed in the SBA Policy & Procedures Manual Handbook ~~requirements contained in Section I and to require this language in the Architect and Engineer contracts relating to projects receiving funds from the Authority as well as items set forth in Appendix J of the School Building Authority Policy Handbook.~~

Section ~~9~~ 10. The County Board hereby covenants and agrees that it will submit the educational specifications, as well as design plans and specifications, as per School Building Authority's SBA's Policy and Procedures Handbook for the erection construction and/or renovation of school buildings to the Authority SBA for approval. Such plans and specifications shall comply with all requirements set forth in the Program Guidelines. Approval of plans and specifications for final construction will be subject to evaluation of the plan and the proposed site ~~Final constructions plans and specifications are subject to approval by the Authority SBA.~~

Section ~~16~~ 11. The County Board shall retain an Architect for renovations, additions and/or new construction projects as required by Chapter 5G of the WV Code or as required by the School Building Authority SBA. Furthermore, the County Board agrees that it shall not dictate and/or require the use of a specific consultant that is not proposed by the A/E as a part of the firm's design team at the time an expression of interest is given. While the selection of which A/E design firm team that is to design the new or renovated facility is solely the decision of the LEA, the decision of which architect(s), engineer(s), planner(s) or firm(s) that make up a design team is solely the decision of the principal of the lead A/E firm.

Section ~~12~~. The County Board shall award bids only to properly licensed contractors as per the state Tax Department regulations. The County Board of Education shall require written evidence from all prime contractors that all subcontractors and all sub-subcontractors performing work on the approved project shall be covered by all required bonding.

~~i.~~Section ~~12~~. The County Board agrees to retain architectural services using the latest Edition AIA Standard Form of Contract between Owner and Architect approved School Building Authority Architectural/ Engineering Service Agreement and the SBA's Architectural / Engineering Supplemental Requirements. The County Board agrees that any percentage architectural fees shall be based upon the bid cost of the project, excluding cost overruns and change orders in accordance with ~~Section I of the SBA Guidelines~~ the SBA Policy & Procedures Handbook.

Section ~~10~~ 13. The County Board agrees to ~~cooperate with the SBA with regards to issuing contracts for services of Construction Analyst (CA) or Construction Managers (CM) assigned to the project by the SBA. The County Board further agrees to include language within the Standard Form of Agreement between the Owner and Architect that requires the Architect to cooperate with the Construction Analyst (CA) or Construction Manager (CM) with regards to their services in accordance with the AIA Construction Manager contracts and the SBA Task Order Agreement for Construction Analyst (CA) services include the SBA Project Development~~

schedule (PDS) in the Architect/Engineer's professional services contract. The County Board further agrees should the Authority deem sufficient progress is not being made on the planning and design of the Project in relation to the PDS, the Authority may revoke the Grant and the County shall reimburse the Authority, in full, any expended funds from the Grant proceeds. Furthermore, the County Board agrees to establish and enforce the construction contract completion date established in the AIA "General Conditions of the Contract for Construction." The number of calendar days for the completion of the project shall be delineated within the Agreement. Any revisions to the completion days established shall be approved by the SBA and a Construction Change Order shall be issued for the additional days that are agreed upon. Additionally, the SBA will establish delay costs for the Project based on the scope of the construction contract. To the extent the construction contract allows, The County Board shall require the Project to be completed within the schedule established in the SBA Grant contract and/or the approved completion date established in the AIA Agreement between the Owner and Contractor. Should the County Board fail to comply with these provisions during the construction phase of the Project, this action may result in penalties paid to the SBA by the County Board, based on the SBA established delay cost calculations for this Project.

~~ii. Section 14. The County Board agrees to provide language within the Architect's design contract that requires the Architect to design the project within the funding available. If the desired educational programming exceeds the SBA programming standards, the Owner and Architect shall agree to resolve the programming differences prior to schematic design phase submission of the educational program or design to the SBA. Additionally, should the bids received exceed the established Project budget, the architect shall be required to revise the contract documents and re-bid the project at no additional cost or fee to the County Board.~~

Section 15. The County Board shall employ a Clerk-of-the-Works to monitor all construction projects, unless otherwise waived by the Authority SBA for this specific project. The Clerk-of-the-Works shall not be a regular employee of the County Board. ~~The County Board shall use its best efforts to provide funds for the payment of such "Clerk of the Works" by negotiating a reduction in architectural fees relating to such project. The grant recipient may, at the discretion of the Authority's Construction Committee, be required to proceed with the construction project using an Authority approved design, construction schedule and construction management method. The Clerk-of-the-Works shall be hired by the County Board pursuant to the guidelines as listed in Section 303 of the SBA Policy and Procedures Handbook. The requirement of a Clerk-of-the-Works will~~ shall be waived for counties using construction management.

~~Section 16. The County Board agrees to include the SBA Project Development Schedule (PDS) in the Architect/Engineer professional service contract and to require the Architect/Engineer to comply with the timelines established in the PDS. The County Board further agrees should the Authority deem sufficient progress is not being made on the planning and design of the project in relation to the PDS, the Authority may revoke the grant and the county shall reimburse the Authority in full, any expended funds from the grant proceeds. Furthermore, the County Board agrees to establish and enforce the construction contract completion date established in the AIA "General Conditions of the Contract for Construction". The County Board shall provide the SBA a copy of the proposed AIA contract for construction for review and comment prior to the execution of the agreement. The number of calendar days for the completion of the project shall be delineated within the agreement. Any revisions to the completion days established shall be approved by the SBA and a construction change order issued for the additional days that are agreed upon. Additionally, the SBA will establish delay cost for the project based on the scope of the construction contract. To the extent the construction~~

contract allows, the County Board shall require the project to be completed within the schedule established in the SBA grant contract and/or the approved completion date established in the AIA Agreement Between the Owner and Contractor. Should the County Board fail to comply with these provisions during the construction phase of the project, this action may result in penalties paid to the SBA by the County Board, based on the SBA established delay costs calculations for this project shall award contracts only to properly licensed contractors as per State Tax Department regulations. The County Board shall require written evidence from all prime contractors that all subcontractors and all sub-subcontractors performing work on the approved project shall be covered by all required bonding.

Section 17. The County Board further agrees to provide assurances to the SBA that no undocumented workers or registered sex offenders will be employed by subcontractors or prime contractors on this Project. The County Board shall include language in the bidding documents (SBA Supplemental Instructions to Bidders and Supplemental General Conditions to the AIA General Conditions Contract for Construction) addressing these issues. SBA Forms ~~181~~ 404 B & ~~182~~ 404 C shall be completed by the Project contractors and SBA Form ~~180~~ 404 A shall be completed by the County Board and forwarded to the SBA office that provides assurances that all contractors have complied with this policy.

Section ~~8-18~~ 18. The County Board hereby covenants and agrees that it shall not proceed with the building design for the school without first securing a clear and free title to the property where the SBA funded facility is to be constructed, or without securing a right-of-entry as result of a condemnation proceeding initiated to secure the site where the SBA funded school is to be constructed.

(iii) ~~— The County Board agrees to contractually require the architectural firm to revise plans without additional cost to the County Board when the preliminary plans provided for review do not meet the requirements of the Authority, State Fire Marshal or any other regulatory agency.~~

iv. Section 19. All proposed ~~construction change orders or proposal~~ proposed construction change directives requests, ~~change directives or construction change orders~~ shall be submitted to the Authority ~~SBA~~ for review and approval. Changes shall be submitted to the Authority ~~SBA~~ in an AIA document format. Any project change that is not approved by the Authority ~~SBA~~ which results in an encumbrance of additional Project funds regardless of the source, may at the option of the Authority ~~SBA~~, cause termination of this Grant. The County Board, at the demand of the Authority ~~SBA~~, will assume responsibility of existing contracts, forfeit the remaining Grant funds and repay the Authority ~~SBA~~ the full amount of Grant funds expended at the time of termination with interest accruing from the date of termination at the rate of six percent per annum. No construction contract or change order may be executed by the Grantee until all sources of financing are identified and approved by the SBA.

(v) ~~— The Project budget shall be amended to reflect any and all increases or decreases in the project finance plan. Funds from any and all sources shall be submitted in the form attached hereto as Exhibit C for review and approval by the Authority. No construction contract or change order may be executed by the Grantee until all sources of financing are identified and an updated Exhibit C is submitted and approved by the Authority.~~

Section ~~23~~ 20. The County Board agrees ~~that the Authority~~ it will maintain a 5% retainage based on the total construction cost of the project until all construction contracts are complete and an approved Certificate of Project Completion is executed. To avoid placing the

County at risk, it is recommended that the County withhold final payment on this project until such time.

~~Section 2 21. The Authority shall be granted the privilege to act as co-owner of properties during construction or renovation of the facility without the liability of ownership. SBA Reserves the right to visit projects at intervals deemed necessary to observe the progress of construction. The SBA's field representative shall have such responsibilities as the SBA may delegate.~~

~~Section 17 22. No educational facility shall be occupied without prior written approval from the Authority and the appropriate State and County regulatory agencies. Because construction completion dates do not always coincide with educational schedules, the County agrees to complete and submit to the SBA, with design development drawings, a viable contingency plan addressing how all affected students and staff will be housed should the new, additional or renovated facility not be available for occupation within the proposed time schedule.~~

Section 20 23. The County Board agrees to keep the Project in good repair and working order after completion and execution of this Grant and accepts the terms and conditions identified in **Exhibit D** of this agreement. The County Board acknowledges that the ~~Authority~~ SBA and/or the West Virginia Department of Education Office of School Facilities may inspect any project from time to time after completion, and if the Authority determines that a Project is not being maintained in such condition, the ~~State~~ West Virginia Board of Education may require that state aid monies be used to provide improvements or repairs to such Project

~~Section 19 24. The County Board hereby covenants and agrees to have County maintenance and custodial staff trained on-site by the State Department of Education HVAC technicians on all new HVAC equipment and controls. The County Board shall contact the West Virginia Department of Education Office of School Facilities immediately following the installation of new HVAC equipment for training and for follow-up training six months after the initial training to insure proper maintenance and operation of the new HVAC equipment and controls during heating and cooling seasons in the first year of operation. This training shall be in addition to the contractor training provided at the conclusion of the project. The SBA and WVDE Staff shall be notified of the training schedule and the County agrees to schedule additional training, if, in the opinion of the SBA or WVDE Staff, additional training is required in order for all key maintenance and custodial personnel to become efficient in the maintenance and operation of the new HVAC equipment and controls. The County Board agrees to adhere to the guidelines established in Exhibit C attached hereto.~~

Section 25- 26. In order to utilize state funds expeditiously in accordance with The Code and to avoid extraneous costs associated with inflation that occurs in extraordinary design and/or finance planning and construction delays, this Grant is conditioned upon the representation of the County Board, by the affixed signature of ~~their~~ its President, that ~~they~~ it will meet the planning and construction schedule outlined in **Exhibit A-2** of this contract. Upon failure to comply with such schedule made in **Exhibit A-2** of this agreement, the County Board shall be in default of this agreement and subject to the default provision set forth in this instrument.

~~Section 21 27.~~ Any funds designated in this contract are provided in accordance with the details of the Project as presented in the County Board's Comprehensive Educational Facilities Plan approved by the West Virginia State Board of Education and the ~~School Building Authority~~ SBA for the County Board. Failure to develop the Project in accordance with the approved plan entails a misrepresentation that may, at the discretion of the Authority, void this contract. These



details include designated utilization of the facility, instructional improvements, cost savings measures, health and safety improvements, and the initiation of any student/teacher services so indicated in the plan.

Section ~~18~~ 28. Should the possibility exist that the scheduled construction completion date negatively impacts the County's ability to occupy the facility for the start of school, the County Board agrees to develop and implement a contingency plan. This plan must address how all affected students and staff will be housed should the new or renovated facility be unavailable at the beginning of the school term. ~~Upon request by the SBA, the contingency plan must be submitted for review and approval along with the design development submission requirements.~~

Section ~~26~~ 29. ~~Upon any default under its representations of the agreements set forth in this instrument, or in the instruments incident to the awarding of the Grant, Grantee, at the option and demand of Grantor, will repay to Grantor forthwith the original amount of the grant received with the interest accruing thereon from the date of default at yield rate of the bonds from which the grant was made or at the current prime interest rate for grants made from Pay As You Go funds. Default by the Grantee will constitute termination of the grant thereby causing cancellation of financial assistance by the School Building Authority under the Grant. The provisions of this Grant Agreement Contract may shall be enforced: by Grantor, at its option and without regard to prior waivers by it of previous defaults of Grantee; by judicial proceedings to require specific performance of the terms of this Grant Agreement Contract or; by such other proceedings in law or equity, in either Federal or State courts, as may be deemed necessary by Grantor to assure compliance with the provisions of this Grant Agreement and the laws and regulation under which this grant is made. No provisions of this Grant Contract shall supersede any and all State, Federal and Local Laws.~~

Section ~~27~~. ~~This Grant Contract shall become effective as of the date first written and upon your mutual acceptance thereof.~~

FOR THE SCHOOL BUILDING AUTHORITY OF WEST VIRGINIA

By: \_\_\_\_\_ Date: \_\_\_\_\_  
Executive Director

Accepted and agreed to ~~as of the date first above written:~~ by signatures below:

THE \_\_\_\_\_ COUNTY BOARD OF EDUCATION OF THE COUNTY OF \_\_\_\_\_

By: \_\_\_\_\_ Date: \_\_\_\_\_  
Superintendent, County Board of Education

By: \_\_\_\_\_ Date: \_\_\_\_\_  
President, County Board of Education

School Building Authority of West Virginia  
PROJECT DEVELOPMENT SCHEDULE

**EXHIBIT A-2**

**Elementary School / Design ~~Build~~ and Construction Schedule:**

<b>Milestone</b>	<b>Timeframe (Months)</b>	<b><u>Deadline Date</u></b>
1. Planning (1)	3	
2. Schematic Design	2	
3. Design Development & Technology Plan	4	
4. Bidding / Construction Documents	3	
5. Bidding & Contract Award	1	
6. Construction (2)	14	
<b>Total Time</b>	<b>27</b>	

**Middle School / Design ~~Build~~ and Construction Schedule:**

<b>Milestone</b>	<b>Timeframe (Months)</b>	<b><u>Deadline Date</u></b>
1. Planning (1)	3	
2. Schematic Design	2.5	
3. Design Development & Technology Plan	5	
4. Bidding / Construction Documents	3.5	
5. Bidding & Contract Award	1	
6. Construction (2)	18	
<b>Total Time</b>	<b>33</b>	

**High School / Design ~~Build~~ and Construction Schedule:**

<b>Milestone</b>	<b>Timeframe (Months)</b>	<b><u>Deadline Date</u></b>
1. Planning (1)	3	
2. Schematic Design	2.5	
3. Design Development & Technology Plan	5	
4. Bidding / Construction Documents	3.5	
5. Bidding & Contract Award	1	
6. Construction (2)	21	
<b>Total Time</b>	<b>36</b>	

**General Notes:**

**1. PLANNING – Note (1)** The project development schedule begins with the SBA notice of grant award. It is imperative that the project move forward based on the schedule provided. To meet the critical timelines, you will be required to have all planning, design, and when applicable, construction management professionals under contract and the educational program of space completed within 90 days of the grant award notice. The scope and complexity of each project will be considered, and the development schedule will be adjusted to reflect greater or less planning and design time as determined

by the SBA. Submission requirements for items 1-4 are provided on SBA Form ~~176 A-E~~ 302 A-D in the SBA Policy & Procedures ~~Manual Handbook~~. If the project is delayed at any phase at the county level as a result of timelines not being met, the SBA will require the grant recipients to pay the delay costs based on the current annual construction inflation rate, prorated over the number of months the project is delayed. ~~Design Build project schedules will be adjusted to comply with the requirements of code and SBA Design/Build Policy.~~ Major addition and renovation project schedules will be established jointly with the grant recipient, project architect or ~~design builder~~ and the SBA based on the size and complexity of the project.

**2. CONSTRUCTION** – ~~Note (2)~~ Unless approved by the SBA, the construction timeline for a lump sum contract will be dictated by the completion days provided by the Contractor(s) within the bid. The construction timeframes indicated above are approximate.

SBA ~~209~~ Exhibit A-2  
~~Revised 9/2015~~

[SBA GRANT]

School Building Authority of West Virginia  
REQUISITION FORM

[YEAR]

**EXHIBIT B**

Page 1

COUNTY: \_\_\_\_\_ DATE: \_\_\_\_\_

SUBMIT TO: \_\_\_\_\_ SUBMIT TO: \_\_\_\_\_ PREPARED BY: \_\_\_\_\_  
United National Bank School Building Authority of West Virginia Name: \_\_\_\_\_  
P.O. Box 393 2300 Kanawha Boulevard, East Email: \_\_\_\_\_  
Charleston, WV 25392 Charleston, WV 25311-2306 Phone: \_\_\_\_\_  
Attention: Kathy Smith Attention: Garry Stewart

~~You are authorized to make the following disbursement from the School Building Authority of West Virginia Project Fund (the AFund@) maintained under that certain Depository Agreement dated February 15, 1990 by and between the School Building Authority of West Virginia and United National Bank, as Depository.~~

(1) ~~County Account:~~ \_\_\_\_\_

(2-1) Requisition Number: \_\_\_\_\_

(3-2) Name of School: \_\_\_\_\_

(4-3) SBA Project Number: \_\_\_\_\_

(5-4) Name and Address of Payee: \_\_\_\_\_  
(Co. Bd. Of Ed. Or RESA) \_\_\_\_\_

(6-5) Amount: \_\_\_\_\_  
(Total all invoices) **ATTACH SBA RECONCILIATION SUMMARY**

1. The expense listed above has been incurred as a cost of ~~a project identified in the Grant Contract~~ Project Grant Award \_\_\_\_\_, dated effective \_\_\_\_\_ by and between the School Building Authority of West Virginia and the undersigned County Board.
2. A copy of the invoice(s) relating to this payment and a description of the work, materials or equipment is attached. Such materials are not subject to any lien or security interest and such funds will not be used to satisfy such lien or security interest.
3. By affixing my signature, I certify that all requisitions from which payment was received the prior month have been paid to the vendor(s).

Dated this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_.

THE BOARD OF EDUCATION OF THE COUNTY OF \_\_\_\_\_

By: \_\_\_\_\_  
County Superintendent

Note: ~~Requisitions must be received by United National Bank and the Authority on or prior to the 5<sup>th</sup> day of the month in which payment is required. No facsimile requisitions will be accepted for issue of payment.~~

[SBA GRANT]

[YEAR]

School Building Authority of West Virginia  
REQUISITION RECONCILIATION SUMMARY  
EXHIBIT B

Page 2

**\*ALL ITEMS LISTED HEREIN MUST TOTAL THE AMOUNT OF THE REQUISITION SUBMITTED.**

COUNTY: \_\_\_\_\_

SCHOOL / PROJECT NAME: \_\_\_\_\_

[illegible]

SBA 209 Exhibit B  
Revised 9/2015



**BUILDING MAINTENANCE AND UPKEEP AGREEMENT  
BETWEEN THE  
\_\_\_\_\_COUNTY BOARD OF EDUCATION\_\_\_\_\_  
AND THE SCHOOL BUILDING AUTHORITY  
OF WEST VIRGINIA FOR  
\_\_\_\_\_SCHOOL\_\_\_\_\_  
EXHIBIT D-C**

West Virginia Code §18-9D-16 requires all county boards of education to implement a plan of regularly scheduled maintenance and preventive maintenance for all facilities within the county. School Building Authority (SBA) "Needs" based and "Major Improvement Plan" funding is contingent upon the implementation of this countywide plan. As a condition of this Grant, the \_\_\_\_\_ County Board of Education (the County Board) must agree to the following in regards to this SBA funded project.

- The County Board will assign sufficient custodial personnel to this facility in order to provide a clean and healthful environment for students and staff.
- Custodial staff members will be provided sufficient training required to perform tasks assigned.
- Building maintenance staff members whose job responsibilities require them to perform maintenance on this facility will have sufficient training to allow them to successfully complete their duties assigned regarding building maintenance. The State Board West Virginia Department of Education Office of Facilities (~~SDEOF~~) will provide technical training and support for the Heating/Ventilating and Air Conditioning (HVAC) Maintenance Plan.
- Annual funding will be provided from the county budget to support the maintenance and preventive maintenance plan for this facility. The SDEOF technical support staff will be utilized to assist with the creation of the HVAC preventive maintenance plan and its implementation.

Acceptance of SBA funding for this project represents a commitment by the county board of education to perform or cause to be performed the above maintenance and custodial duties for this project. An on-site inspection of this facility will be conducted annually by the SDEOF in accordance with West Virginia Code §18-9D-16h. Compliant and non-compliant standards will be identified and reported to the county and the SBA. The SBA will conduct follow-up visits and in cooperation with the county board of education initiate a plan of improvement. Failure to implement the maintenance and custodial care plan of improvement required to keep this facility clean and in good repair may cause a redirection of state aid funding by the SDEOF in an amount sufficient to cause this work to be contractually performed until such time as the county board staff has been properly trained to successfully perform the work.

SBA 209 Exhibit D-C  
Revised 9/2015

School Building Authority of West Virginia  
**SBA REQUEST FOR PROPOSALS (RFP) TEMPLATE**  
**FOR ENERGY SAVINGS PERFORMANCE CONTRACT PROJECTS**  
**SBA FORM 210**

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**COUNTY BOARD OF EDUCATION**  
**NOTICE TO PERFORMANCE COMPANIES**  
**GENERAL INFORMATION AND REQUEST FOR PROPOSALS FOR**  
*(Insert scope – ex: AN ENERGY EFFICIENCY AND HVAC SYSTEM IMPROVEMENT PROJECT)*

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The \_\_\_\_\_ County Board of Education is issuing this Request for Proposals (RFP) for the selection of an energy services company (ESCO) to implement a \_\_\_\_\_ project. The proposals shall consist of qualifications, experience, financial proposal and staffing plan.

A copy of the complete RFP will be available for pick up at the \_\_\_\_\_ County Board of Education Office at \_\_\_\_\_ or by emailing \_\_\_\_\_ at \_\_\_\_\_.

ESCO's that are interested in being considered must submit a Proposal in response to this RFP on or before \_\_\_\_\_.

The County will conduct a mandatory pre-proposal conference and walk-through inspection tour of the facilities included in this RFP on \_\_\_\_\_ at \_\_\_\_\_. The pre-proposal conference will be held first at \_\_\_\_\_, with the walk through to begin immediately thereafter. County officials and project consultants will be present to answer questions regarding the RFP and the project. Contractors interested in attending the conference must contact \_\_\_\_\_ at (\_\_\_\_\_) \_\_\_\_\_ no later than \_\_\_\_\_. **Proposals will be accepted only from contractors represented at the pre-proposal conference.** Following the conference, arrangements can be made by contact the person named above to make an additional site visit(s) for the purpose of gathering additional information.

The successful ESCO will be determined solely from the Proposals. However, the \_\_\_\_\_ County Board of Education reserves the right to interview all of the candidates if so chooses.

An original and two copies of the proposal are required. To prevent opening by unauthorized individuals, your submittal should be identified on the envelope as follows:

**PROPOSAL ENCLOSED**  
**TIMED MATERIAL**  
\_\_\_\_\_  
Performance Services Project

The proposal shall be addressed to:

Contact Name: \_\_\_\_\_  
County Name: \_\_\_\_\_  
Address: \_\_\_\_\_  
City, State, Zip: \_\_\_\_\_

The \_\_\_\_\_ County Board of Education reserves the right to amend the RFP based on questions and issues raised during the conduct of this solicitation.



## COUNTY BOARD OF EDUCATION

### PROPOSAL INSTRUCTIONS AND CONDITIONS REQUEST FOR PROPOSALS FOR A PERFORMANCE SERVICES PROJECT

#### I. INTRODUCTION AND BACKGROUND

The objective of this Request for Proposals (RFP) is to solicit proposals for a performance project to assist the \_\_\_\_\_ County Board of Education in making \_\_\_\_\_.

The \_\_\_\_\_ County Board of Education wishes to implement the proposed energy project on an energy performance contract basis per the conditions as listed in West Virginia Code §5A-3B-1 et seq. and the SBA Policy & Procedures Handbook – Section 210.

The \_\_\_\_\_ County Board of Education will only consider performance contract proposals based on a guaranteed savings agreement, i.e. savings and/or guarantee payments will equal or exceed the cost of the lease payments or debt service.

It is expected that savings and/or guarantees provided by the ESCO selected pursuant to this RFP will fully offset the project costs involved for the \_\_\_\_\_ County Board of Education. Proposers should propose arrangements for acquisition, financing, and ownership of equipment to be installed as part of this project that responsibly maximize the net economic benefit to the \_\_\_\_\_ County Board of Education \_\_\_\_\_ or reduce the risk to the \_\_\_\_\_ County Board of Education.

#### II. GENERAL INFORMATION

The qualifications, experience, financial terms and staffing plan (of ESCO's proposing to implement this comprehensive performance services projects for the County on a performance contracting basis) will be evaluated and ranked. Written questions will be received by the County until \_\_\_\_\_ at \_\_\_\_\_ PM. Questions shall ONLY be submitted to \_\_\_\_\_ via email at \_\_\_\_\_.

#### The ESCO selected, as a result of this RFP, will be expected to:

A. Provide comprehensive performance services, including but not limited to:

- \_\_\_\_\_ 1. The performance of an investment quality comprehensive performance audit.
- \_\_\_\_\_ 2. The design and specification of the proposed equipment and systems.
- \_\_\_\_\_ 3. Services associated with the procurement, installation, and commissioning of new equipment and systems.
- \_\_\_\_\_ 4. Preventive and emergency maintenance and servicing of the equipment installed.
- \_\_\_\_\_ 5. Staff training.
- \_\_\_\_\_ 6. Services in connection with the arrangement of program financing.
- \_\_\_\_\_ 7. Savings/revenue enhancements performance guarantees.
- \_\_\_\_\_ 8. The ESCO must work cooperatively with the \_\_\_\_\_ County Board of Education staff in coordinating this project.
- \_\_\_\_\_ 9. Financial incentives and rate reductions available from companies supplying fuel oil, natural gas, electricity, or transmission and associated distribution services.

B. Identify measures that can be taken to reduce operating costs for all activities and energy sources including natural gas and electricity and to reduce consumption for heating, cooling, ventilation, refrigeration, lighting, water heating, and other systems in each facility. Measures may involve controlling, modifying, adding, or replacing equipment and systems.

C. The proposed contract resulting from the Comprehensive Audit shall include a table of the identified measures that clearly lists the costs and benefits of each measure to allow the \_\_\_\_\_ County Board of Education to select the group of measures to be included in the final contract.

D. Structure the terms of the \_\_\_\_\_ County Board of Education's obligation to pay for the services provided on a performance-contracting basis. The savings and/or guarantees provided by the ESCO selected pursuant to the RFP will fully offset the project costs involved for the \_\_\_\_\_ County Board of Education.

### **III. THE SELECTION PROCESS**

#### **A. Timetable**

The County expects to undertake the selection process according to the following schedule:

- Deadline for receipt of written questions: \_\_\_\_\_
- Proposal Submission with a sample audit: \_\_\_\_\_
- ESCO interviews (at the BOE's discretion): \_\_\_\_\_
- ESCO selection: \_\_\_\_\_

#### **B. Proposal Evaluation Criteria**

Upon review of proposals received in response to this RFP, the owner expects to select a single ESCO to provide comprehensive energy services as outlined in Section II above. If a viable project is identified following the comprehensive energy audit, the ESCO and the \_\_\_\_\_ County Board of Education will then negotiate an energy performance contract to provide for the implementation of the proposed project.

#### **Proposals will be evaluated and scored on the basis of the following criteria:**

1. Qualifications and Project Experience Rating \_\_\_\_\_ (Maximum 20 points)  
(Proposal Sections 1 & 2)

Points will be awarded based on demonstrated experience with similar projects as reported in the Statement of Qualifications and Experience and responses from project references. Experience with similar projects will be understood to include development of performance contracts to furnish performance services in facilities similar to facilities in this project.

Only experience where the energy services company (ESCO) provided an energy savings guarantee will be viewed as applicable. Experience as a first-tier subcontractor or sub-consultant to an ESCO will not be viewed as relevant. Also, experience as a Design-Build contractor that did not include an energy savings guarantee will not be considered relevant.

All references must be for the “responding ESCO” operating under its existing name and must be for the “responding ESCO” as a company. References will not be for an individual person, but for the Company as a whole.

ESCO must be accredited as an Energy Services Company by the National Association of Energy Service Companies (NAESCO) and be qualified by the U.S. Department of Energy as an Energy Service Company.

2. Staffing Plan (Maximum 15 points)  
(Proposal Section 3)

Points will be awarded based on qualifications of proposed number of licensed and certified professionals (not including unrelated subcontractors), documented technical and project administration skills, licensure, certification and experience of the proposed project team. Only those individuals proposed to work directly on the subject project should be included in the Staffing Plan. Consistency of staff in the example projects and the proposed team should be ranked higher.

**NOTE: ESCO-s that intend to self-perform the installation services must full disclose this intent. Note well that ESCO’s that intend to self-perform installation services must also obtain pricing from up to four companies for the supply and installation of the proposed equipment. The County must be assured that they are receiving “fair market” pricing for all equipment and installation. Opinions of cost or estimates from third party companies will not be considered an adequate substitute for the above described pricing process. The ESCO will have the option to self-perform the work for the price of the lowest price obtained or to hire the contractor with the lowest price as a subcontractor.**

3. Technical Capability (Maximum 20 points)  
(Proposal Section 4)

Points will be awarded based on the quality and comprehensiveness of the technical approach, sample energy audit, description of the energy baseline methodology, and the approach to project management and subcontractor selection process.

4. Financial Terms (Maximum 30 points)  
(Proposal Section 5)

The \_\_\_\_\_ County Board of Education is interested in selecting an ESCO that conducts business with a philosophy of full disclosure of all project costs. Construction mark-up will be the primary factor evaluated for the value brought to the \_\_\_\_\_ County Board of Education by the proposed approach to project implementation. Consideration will be given to proposals that responsibly maximize the net economic benefit to the \_\_\_\_\_ County Board of Education over the term of the energy services agreement, and that responsibly minimize the risk to the \_\_\_\_\_ County Board of Education in connection with the proposed transaction.

Factors that will be considered for purposes of providing the greatest net benefit to the \_\_\_\_\_ County Board of Education include:

- Construction mark-up per the Projected Implementations Costs form included in Section 5 of the proposal;

- The approach to project financing;
- The approach to procuring equipment, material and installation labor.

Additionally, if alternative financing is proposed, the proposer's sources of financing and purchase option terms (both during the term of and at the end of the performance services agreement) will be considered.

5. Proposed Project Schedule (Maximum 5 points)  
(Proposal Section 6)

Proposals will be evaluated on the reasonableness, clear presentation, length and detail of the proposed project schedule. The proposal should include descriptions of how the proposer intends to achieve the project schedule.

6. Official Statement of the Proposer (Maximum 5 points)  
(Proposal Section 7)

7. Interview (Option Reserved by the BOE) (Maximum 5 points)

Interviews will be held with up to three top ranked ESCO-s to obtain clarification of issues raised by earlier stages of the evaluation process, and to assess the qualifications of the project team and its ability to implement all tasks and responsibilities in a prompt and efficient manner. Scores assigned for proposals, under any category, may be amended based on information obtained during the oral interviews. The proposed project team should be made available during the oral interview to discuss their individual experience, as well as their specific role in this project.

**C. Final ESCO Selection**

The proposal with the highest combined total of awarded points from all members of the review team will ultimately determine the ESCO to be selected to implement the project. The total maximum points per reviewer shall be 100.

The \_\_\_\_\_ County Board of Education reserves the right to implement the project in multiple phases and award future phases to the ESCO selected via this RFP.

**IV. RFP PROCEDURES**

**A. Point of Contact**

Name: \_\_\_\_\_ Email Address: \_\_\_\_\_

**B. Submission of Proposal/Sample CEA**

Respondent must submit an original and two (2) copies of their Proposal.

### **C. Modification or Withdrawal of Proposals**

Any proposal may be withdrawn or modified by written request of the proposer, provided such request is received by the \_\_\_\_\_ County Board of Education at the above address prior to the date and time set for receipt of proposals.

### **D. Right to Reject Proposals**

This RFP does not commit the \_\_\_\_\_ County Board of Education to award a contract, pay any cost incurred in the preparation of a proposal in response to this RFP, or procure or contract for services. The \_\_\_\_\_ County Board of Education intends to award a contract on the basis of the best interest of and advantage to the County and reserves the right to accept or reject any or all proposals received as a result of this request. The \_\_\_\_\_ County Board of Education reserves the right to negotiate with all qualified proposers, or to cancel this RFP in part or in its entirety, if it is in the best interest of the County to do so.

## **V. REQUIRED PROPOSAL CONTENTS**

Proposals must be submitted in the format outlined in this section. The \_\_\_\_\_ County Board of Education reserves the right to eliminate from further consideration any statements deemed to be substantially or materially non-responsive to the requests for information contained herein.

### **Section 1 – Statement of Qualifications**

Proposer must include the following elements in response to this RFP:

- Names, titles, and email address of two people authorized to represent the firm on this project, and answer any questions presented by the County.
- Quantity and type of licensed and/or certified professionals in office that will support this project.
- Provide certificate stating that ESCO is accredited as an Energy Service Company by the National Association of Energy Service Companies (NAESCO).
- Provide supporting documentation stating that the ESCO is qualified as an Energy Service Company by the U.S. Department of Energy.

### **Section 2 – Project Experience**

Proposer must describe three projects that best exemplify the range of technical services provided by the ESCO for a project similar to this one. Projects where the ESCO did not provide an energy saving guarantee directly with the Owner are not considered relevant experience and should not be included. Each project description (not to exceed 2 pages) should include:

- Name and telephone number of references for the project. (County presumes permission to contact.)
- Total contract cost.
- Brief description of the project's scope of services and status. (Include type of facility at which project was implemented, whether the project was completed on the original schedule and whether significant problems occurred that affected project performance. As appropriate, identify all prime contractors or subcontractors and their role in each project.) This section should be used to demonstrate the firm's experience in completing a project using the technologies relevant to the County's facilities.

- Energy use and costs prior to project implementation.
- Annual cost savings and annual levels actually achieved.

### **Section 3 – Staffing Plan**

This section should include a complete description of the individual experience and qualifications of the proposed project staff. The staffing plan should include name, title, experience and relevant duties of each individual active in this specific project. No credit will be granted during the evaluation process for the experience of anyone who will not be directly involved in implementing this project. Provide an organizational chart.

In addition, any subcontractors the ESCO intends to use for the project shall be identified and their role(s) described. Provide subcontractor's name, address, contact person, phone number and relevant experience. Examples of subcontractors that shall be identified include but are not be limited to:

- Energy auditing firm
- Architectural/engineering firm that will be responsible for project design
- Construction manager
- Construction contractors
- Hazardous material consultants and contractors

### **Section 4 – Technical Capability**

In a Section to be labeled **Section 4-1**, the proposal must explain the approach your organization will take in delivering the comprehensive technical services required to audit, design, install, commission and maintain the proposed energy efficiency improvements. Describe the process to be followed in selecting and managing subcontractors. A comprehensive audit and design/specification documents are not required at this time.

In a Section to be labeled **Section 4-2**, describe the Comprehensive Audit that will be conducted for this project **after selection of an ESCO on the basis of this RFP**. Your proposal must include information on the systems to be covered and the general method to be used. Provide, as an attachment, an abridged copy of the Comprehensive Audit developed for one of the three example projects listed above. The example audit provided should be similar to the Comprehensive Audit anticipated for this project.

A proposal audit is not requested or required at this time.

In a Section to be labeled **Section 4-3**, describe in detail the method you will use to compute the baseline. Attach a sample computation from a previous project done by your firm, with full documentation of methods, assumptions and input data.

### **Section 5 – Financial Terms**

The \_\_\_\_\_ County Board of Education seeks to structure the project such that payments to finance the total project cost plus payments for ongoing incremental project maintenance and M&V services will be paid in full by the value of measured savings and/or revenue enhancements resulting from the project. The proposer may propose any underlying project financing mechanism so long as it meets the objectives above and complies with West Virginia State laws, rules, and regulations.

The \_\_\_\_\_ County Board of Education shall participate in the competitive bidding and selection of all construction contractors. Construction bids will be reviewed with the \_\_\_\_\_ County Board of Education Staff and Contractor selection will be jointly determined between the ESCO and the



County Board of Education. The County BOE Staff shall approve the bid documents and any subsequent addenda required prior to release. If School Building Authority funds are awarded as a part of this project, the SBA shall approve the construction bid documents prior to releasing the project to bid, and all bid dates must be coordinated through the SBA Staff. If the proposer is intending to provide a portion or all of the construction utilizing their own personnel, the process by which the assurance of a competitive construction cost will be insured shall be described in detail. None of the ESCO's expenses and/or overheads shall be included in any way as part of the construction bids including subcontracting of typical ESCO project development activities. A signed certification statement shall be required from the ESCO stating this is true. Refer to Section 7 – Official Statement of Proposer.

For the purpose of calculating the construction mark-up percentages below, the unburdened construction cost shall be defined as the value of the final construction cost paid for facility improvements without any additional mark-up by the ESCO. Construction shall be defined as the cost of the facility improvement work and shall not include any of the activities listed on the Project Implementation Costs form in Appendix A. If the ESCO intends to use their own labor and/or materials, the unburdened construction cost shall be market price for those services.

Detailed financial information required in this Section includes the following estimated costs that are based on the information provided in this RFP. This information shall be provided using the Project Implementation Costs form in Appendix A.

Note: The County Board of Education will not pay for any additional costs above the unburdened construction cost that are not identified in the proposal. Refer to Section 7 – Official Statement of Proposer. The ESCO shall be required to include cost of the County personnel performing construction inspection activities as a reimbursable cost in the final contract. These inspections costs are not to be included in the above overhead costs or the construction cost. The cost of County inspectors shall be defined during the Comprehensive Audit.

**Section 6 – Proposed Project Schedule** The proposer must provide a complete schedule for achievement of all major project milestones including but not limited to:

- Commencement and completion of Comprehensive Audit
- Design phase including design and specification documents
- Subcontractor pricing and selection
- Preparation and execution of final performance contract documents
- Obtaining all required permits and School Building Authority approvals (if applicable)
- Procurement of all major equipment
- Construction phase including construction kickoff and construction completion, startup and commissioning
- Training of facility personnel
- Commencement of normal operations



### **Section 7 – Official Statement of Proposer**

The proposer must check the box, sign and include this statement. Statement must be signed by an individual authorized to bind the respondent.

- (a)     The proposer shall include a statement to the effect that the proposal is a firm offer for a minimum 120-day period. The proposal shall also provide the: name, title, address, and telephone number of individual(s) with authority to negotiate and contractually bind the company and, also who may be contacted during the period of proposal evaluation.
- Name: \_\_\_\_\_
- Title: \_\_\_\_\_
- Address: \_\_\_\_\_
- Phone: \_\_\_\_\_
- (b)     The ESCO accepts, and intends to comply with, the appropriate sections of the law and applicable regulations that address performance contracting.
- (c)     The ESCO hereby agrees to transparently disclose the unburdened construction cost as defined in Note 1 of the attached Project Implementation Cost Form with each of the ESCO's pay applications. To document this obligation, the ESCO shall provide actual signed subcontractor invoices (as backup) with each ESCO invoice.
- (d)     This signed statement shall assure to the Owner that the only compensation that will be paid to the ESCO, will come from the ESCO costs included on the attached Project Implementation Cost Form. The Owner will not pay any ESCO fees, expenses, overheads, or profits in addition to those included on the Project Implementation Costs form attached.
- (e)     The ESCO shall include this statement acknowledging that some (or all) construction will be required to take place on other than first shift (to ensure that facility schedules will not be interrupted by construction activities) and that additional costs incurred by either the Owner, the contractor, or both shall be included in the project costs.
- (f)     The Owner must be assured that they are receiving "fair market" pricing for all equipment and installation. The ESCO agrees to obtain pricing from up to four companies for the supply and installation of the proposed equipment. ESCO's that attend to self-perform the installation services must fully disclose this intent and must include certified payroll.

I, \_\_\_\_\_ certify that the above information is true and accurate.  
                    (print name and title)

\_\_\_\_\_  
*Authorized Signature*

\_\_\_\_\_  
*Date*

**RFP FOR ENERGY SAVINGS PERFORMANCE CONTRACT PROJECTS**

**APPENDIX A**

**PROPOSAL FORMS**

**County Board of Education – Project Implementation Costs**

<b><u>Comprehensive Energy Audit</u></b>	<b><u>\$</u></b>		
	Less than	\$1,000,000	Greater than
<b><u>Unburdened Construction Cost (1)</u></b>	<b><u>\$1,000,000</u></b>	<b><u>\$3,000,000</u></b>	<b><u>\$3,000,000</u></b>

**Construction Mark-up (2)**

(as a % of total unburdened construction cost)

<u>Program Management and Planning</u>	%	%	%
<u>Design and Specifications (Engineer or Record)</u>	%	%	%
<u>Administration</u>	%	%	%
<u>Cost of Risk</u>	%	%	%
<u>Construction Management &amp; ESCO General Conditions</u>	%	%	%
<u>Hazardous Waste Administration</u>	%	%	%
<u>Commissioning</u>	%	%	%
<u>Training</u>	%	%	%
<u>Profit</u>	%	%	%
<u>Corporate Overhead</u>	%	%	%
<u>Other</u>	%	%	%
<u>Total</u>	%	%	%

**Ongoing Project Management Costs**

<u>Annual Service/Maintenance Agreement Cost</u>	\$	\$	\$
<u>Annual Energy Savings Measurement &amp; Verification</u>	\$	\$	\$
<u>Other Service fee</u>	\$	\$	\$

**Other Project Information**

<u>Escalation rate for Service/Maintenance Agreements</u>	%/yr	%/yr	%/yr
<u>Escalation rate for M&amp;V</u>	%/yr	%/yr	%/yr
<u>Escalation rate for Energy</u>	%/yr	%/yr	%/yr
<u>Escalation rate for O&amp;M Savings</u>	%/yr	%/yr	%/yr

Note 1. The unburdened construction cost shall be defined as the value of the actual construction cost paid by the ESCO to its subcontractor(s) for the supply and installation of energy conservation measures without any additional markups by the ESCO. The markups listed above shall not be included in the value of the unburdened construction cost.

Note 2. The markups listed above shall be the only cost that will be allowed to be added by the ESCO in the unburdened construction cost. The total project cost will be the addition of the unburdened construction cost and the value of the above listed markups. Proposer must include the signed affidavit as required in the RFP.

School Building Authority of West Virginia  
Policy & Procedures Handbook  
APPENDIX OF SBA FORMS

**Chapter 3 Forms**  
**FORMS TO SUPPLEMENT EDUCATIONAL PLANNING AND ARCHITECTURAL**  
**CONSIDERATIONS**

## SUMMARY OF SPACES

Worksheet #1

**SBA FORM ~~142~~ 301-A**

**NOTE: THIS FORM MAY BE SUBSTITUTED FOR A SIMILAR SBA-APPROVED DIGITAL INSTRUMENT**

This Summary of Spaces from calculations in worksheet is to be used in coordination with Section IV. Building Space Requirements in Chapter 301 of the SBA Policy & Procedures Handbook.

[illegible]

\*Classroom numbers from the formula are not to be rounded to the nearest whole number, insert the actual answer from the formula. Example: Language Arts -- 3.4 classrooms

~~SBA 142 301 A~~  
~~Revised 9/2015~~



School Building Authority of West Virginia  
**BUILDING PROGRAM UTILIZATION WORKSHEET**

Worksheet #3

**SBA FORM 456 301-C**

**NOTE: THIS FORM MAY BE SUBSTITUTED FOR A SIMILAR SBA-APPROVED DIGITAL INSTRUMENT**

County: \_\_\_\_\_ School: \_\_\_\_\_ Current Enrollment: \_\_\_\_\_

<b>Classroom Types</b>	<b>Number Of Classroom Types</b>	<b>x</b>	<b>Maximum Pupils/ Class Capacity</b>	<b>=</b>	<b>Total Program Capacity</b>
TOTALS:					

Program Utilization =  $\frac{\text{Current Enrollment}}{\text{Total Program Capacity}}$  = \_\_\_\_\_

**PROGRAM UTILIZATION = \_\_\_\_\_ %      Desirable Program Capacity = 85%**

**Instructions for Calculating Building Program Utilization**

**Elementary School** – Calculate the number and type of classrooms using the maximum program capacity for each self-contained regular classroom. Assume for example – that all students are seated in a first period block without pullout programs. Do not include library/media, cafeteria, itinerant spaces, resource rooms, or optional academic classrooms such as art, music and computer labs that act as pullout programs to support the core curriculum.

**Secondary School** – Middle/Junior High School programs where various schedules exist, calculate the number and type of classrooms using the maximum program capacity for each regular or special classroom. Assume for example, that all students are seated in a first period block and exclude library/media, commons or any space that cannot be used for other course offerings in the daily capacity of each facility. The maximum capacity for instructional spaces for specialty classrooms is counted once. A specialty classroom may be available throughout the school day but due to its specialized design or equipment it is rendered impractical to use for other instructional purposes.

SBA 456 301 C Revised 9/2015



School Building Authority of West Virginia  
**ARCHITECTURAL/ENGINEERING FEE SCHEDULE**  
**SBA FORM 175 302**

<b>CONSTRUCTION COST (NEW)</b>	<b>Max Fee (%)</b>	<b>Additional Fee (%) for Multiple Prime Contracts</b>
\$ 3,000,000 and under \$ 4,000,000	7.00	1.0
\$ 4,000,000 and under \$ 5,000,000	6.50	.80
\$ 5,000,000 and under \$12,000,000	6.00	.70
\$12,000,000 and under \$16,000,000	5.75	.60
\$16,000,000 and under \$20,000,000	5.50	.50
\$20,000,000 and under \$25,000,000	5.25	.40
Over \$25,000,000 negotiate	N/A	

**NOTE:**

1. Fees for projects with construction costs less than \$3 million or greater than \$25 million will be negotiated in consultation with the SBA Staff based on complexity of the project.
2. ~~Projects with construction costs greater than \$30 million will be considered for construction management.~~
- 3-2. If multiple prime contracting is ~~required by the SBA~~ determined by the project team to be the most feasible delivery method, A/E fees ~~will~~ shall be adjusted for additional bidding and construction administration services. The additional fee adjustment will be project specific and must be approved by the SBA before executing the contract for A/E services.
- 4-3. Additional fees will not be paid by the SBA for bidding site preparation packages separate from construction packages.

<b>CONSTRUCTION COST (Addition/Renovation)</b>	<b>MAX FEE (%)</b>
\$ 300,000 and under \$ 750,000	10.00
\$ 750,000 and under \$3,000,000	9.00
\$3,000,000 and under \$4,000,000	8.00
<del>Over</del> \$4,000,000 and under \$10,000,000	7.75
<del>Over</del> \$10,000,000 and under \$16,000,000	7.50
<del>Over</del> \$16,000,000 and under \$20,000,000	7.25
Over \$20,000,000 negotiate	N/A

**NOTE:**

1. Fee schedule is based on 50% of construction cost involving renovations. Projects where renovation costs are less 50% and/or demolitions greater than 50% of the total project cost will be negotiated based on the complexity of the project. However, the fee shall not exceed the maximum fee for the addition/renovation construction cost identified.
2. Fees for projects with construction costs less than ~~\$3 million~~ \$300,000 will be negotiated based on the scope of work.

SBA 175 302  
Revised 9/2015

School Building Authority of West Virginia  
**PROJECT SUBMISSION FORM – PLANNING PHASE**

**SBA FORM 476a 302-A**

**SBA County/Architect**

- ☐ ☐ ☐ Request For A/E Expression of Interest in Qualification Newspaper Advertisement
- ☐ ☐ ☐ List of Responding Architectural/Engineering Firms
- ☐ ☐ ☐ Short List of Architects to be formally interviewed
- ☐ ☐ ☐ Draft copy of the AIA B101 Agreement between the Owner and Architect with the  
SBA's Architectural / Engineering Supplemental Requirements to AIA B101 included.
- ☐ ☐ ☐ Copy of the Project Development Schedule from Grant Contract (Exhibit A-2)
- ☐ ☐ ☐ Preliminary list of Green School components (when applicable)

**Project Delivery Method Narrative**

☐ ☐ ☐ The A/E shall work with the LEA to determine the most prudent and resourceful project delivery method. Determinations for the following methods shall be selected and reported to the SBA:

- Whether the use of an approved Clerk-of-the-Works is required or a Construction Manager
- Whether the use of a Construction Analyst is necessary
- Whether the project will be bid as a Single Prime Contractor package, a Multiple-Prime Contractor Package or a combination of both
- Whether the Site Design bid package will be separate or a part of the Building Design bid package.
- Whether Building Information Modeling (BIM) will be used by the design team and to assist the Contractor in construction coordination
- The use of an independent Testing Adjusting and Balancing (TAB) contractor or an HVAC Commissioning Agent
- Whether the project will be a part of an Energy Savings Performance Contract.

**Site Feasibility Study**

~~Written assurances that the following site feasibility information has begun, shall be provided with the Planning Phase submission. The final site feasibility study along with the recommendation for the preferred site shall be completed and approved prior to the Schematic Design submission.~~

- ☐ ☐ ☐ ~~A study shall be completed on site feasibility. The study must include all site development costs for each site being considered. The site feasibility study along with the recommendation for the preferred site must be submitted to the SBA for approval before proceeding with the acquisition of any site.~~
- ☐ ☐ ☐ A ~~complete~~ site feasibility study must be ~~prepared~~ completed by the project Architect / Engineer before proceeding with the purchase of the proposed site for construction. Consideration must be given to all factors identified in State West Virginia Board of Education Policy 6200, Chapter 2. A copy of the study must be included in the Planning Phase Submission. The site evaluation study must include but is not limited to:
- ☐ ☐ ☐ Geotechnical Evaluation
  - ☐ ☐ ☐ Boundary and Topographic Data
  - ☐ ☐ ☐ Geological Evaluation (where applicable)
  - ☐ ☐ ☐ WVDEP and US Army Corps of Engineers Evaluation and archaeological evaluation (where applicable)

**1 OF 2 (Planning Phase)**

- ☐ ☐ ☐ Archaeological Survey - West Virginia State Historical Preservation Office Review (where applicable)

- ☐ ☐ ☐ Department of Highways Evaluation (where applicable)
- ☐ ☐ ☐ Sanitary Sewer Sanitation / Percolation Test Results (where applicable)
- ☐ ☐ ☐ Water Pressure Test Results
- ☐ ☐ ☐ Utility Review Correspondence
- ☐ ☐ ☐ Other Agencies Reviews (Identify)

**Educational Programming Information**

- ☐ ☐ ☐ ~~Conrad Formula Space Calculation Worksheet (M.S. & H.S. only) See A complete Educational Specification (Ed. Spec.) document as described in the SBA Policy & Procedures Handbook (Section I) Chapter 301.~~
- ☐ ☐ ☐ Summary of Spaces Worksheet #1 (SBA 442 301 A)
- ☐ ☐ ☐ Subject Area Space Allocation Worksheet #2 (SBA 444 301 B)
- ☐ ☐ ☐ Building Program Utilization Worksheet #3 (SBA 456 301 C)
- ☐ ☐ ☐ Preliminary Program of Spaces
- ☐ ☐ ☐ Preliminary Estimate of Probable ~~Square Footage~~ Construction Cost ~~(square footage cost analysis).~~
- ☐ ☐ ☐ (Where Applicable) Preliminary list of Green School components

Submitted By \_\_\_\_\_ Date \_\_\_\_\_

SBA Approval By \_\_\_\_\_ Date \_\_\_\_\_

SBA Form 176a 302-A  
Revised 9/2015

**2 OF 2 (Planning Phase)**



School Building Authority of West Virginia  
**PROJECT SUBMISSION FORM – SCHEMATIC DESIGN PHASE**  
**SBA FORM 176b 302-B**

The Schematic Design Documents shall consist of drawings and other documents including a site plan, if appropriate, and preliminary building plans, ~~and~~ elevations; and may include some combination of study models, perspective sketches, or digital modeling. Preliminary selections of major building systems and construction materials shall be noted on the drawings or described in writing.

**SBA    County/Architect**

☐    ☐ ☐ **Cover Sheet**

- ☐    ☐ ☐ List of all drawings included within this submission
- ☐    ☐ ☐ List of abbreviations and project specific typical notes
- ☐    ☐ ☐ Map of general project location with north arrow
- ☐    ☐ ☐ Breakdown of building square footage by floor

☐    ☐ ☐ **Final Program of Spaces**

This document shall include ~~revised Conrad Formula Space Calculation (MS, HS) a~~ reconciled Program of Spaces showing the differences in LEA desired square footages from the Educational Specification and Architect's designed square footages. Any changes / updates to Worksheets #1, #2, and #3 SBA 142, SBA 141 and SBA 156 shall be provided if program changes occur from the Planning Phase to the Schematic Design Phase.

~~☐    ☐ ☐ Preliminary Educational Specification refer to SBA Policy and Procedures Manual, Attachment I~~

~~☐    ☐ ☐ Written assurance from the design professional that the building square footage depicted on the drawings is consistent with that shown in the program of spaces. If there is a discrepancy between these documents, an explanation of the discrepancy shall be provided.~~

☐    ☐ ☐ Schematic Design Drawings, including room square footage (Half-size drawings are preferred. If original drawings are larger than 24"x36"; half-size drawings must be submitted are required.)

☐    ☐ ☐ Site Plan with Boundary and Topographic Survey Data, Preliminary Grading Plan, Utility Plan showing anticipated proposed tie-in locations, Floor Plan showing room descriptions and square footages of each space, plumbing fixtures and major fixed equipment and exterior elevation drawings sufficient to describe the general layout and character of the building design. Major construction materials and building square footage per floor shall be indicated on the drawings.

☐    ☐ ☐ Designers shall provide a list of optional mechanical systems being considered for the project.

**1 OF 2 (Schematic Phase)**

☐    ☐ ☐ Architect's preliminary estimate of probable square footage construction cost. If a deficit exists in the cost estimate; the grant recipient must include written assurances of how they intend to solidify the deficit, by either reducing the scope of work or committing additional local funding.

- ☐ ☐ ☐ (Where Applicable) List of Green School components being considered on the project. A separate LEED for schools matrix may be attached.
- ☐ ☐ (Where Applicable) Provide the construction analyst or construction manager an electronic copy of the Schematic Design Submission document.

Submitted By	Date

SBA Approval By	Date

SBA 176b 302-B  
 Revised 9/2015

**~~2 OF 2 (Schematic Phase)~~**

School Building Authority of West Virginia  
**PROJECT SUBMISSION FORM – DESIGN DEVELOPMENT PHASE**  
**SBA FORM 176e 302-C**

The Design Development Documents shall illustrate and describe the development of the approved Schematic Design Documents and it shall consist of documents including plans, sections, elevations, typical construction details, and diagrammatic layouts of building systems to fix and describe the size and character of the project as to the architectural, structural, mechanical and electrical systems, and such other information as may be appropriate. The Design Development Documents shall also include outline specifications that identify major materials and systems and establish in general their quality levels.

**SBA County/Architect**

- ☐ ☐ Please check this box only if all previous SBA review comments have been addressed.
  - ☐ ☐ Revised ~~Educational Specification~~ Program of Spaces reconciliation document if changes are required from the Schematic Phase submission.
  - ☐ ☐ ~~Written assurance from the design professional that the building square footage depicted on the drawings is consistent with that shown in the program of spaces. If there is a discrepancy between these documents, an explanation of the discrepancy shall be provided.~~
  - ☐ ☐ A narrative of the school's proposed technology plan that describes how the technology is to be integrated into the daily lesson plan by the instructors and how the technology will be utilized and where major technology components will be located. Please refer to the SBA Quality and Performance Standards Section for further assistance.
  - ☐ ☐ Provide verification that the available utility services are adequate to support the proposed building requirements.
  - ☐ ☐ Outline specification that identifies the major materials and systems and establishes in general their quality levels. This document should include but is not limited to a detailed overview of all major building components and systems per division of work specific to the project. Please refer to the current SBA Quality and Performance Standards in order to establish minimum requirements. If desired, include a request for deviations from the SBA Standards with the submission information.
  - ☐ ☐ (*Where applicable*) Provide the project construction analyst or construction manager, an electronic copy of the Design Development document.
- 1 OF 6 (Design Phase)**
- ☐ ☐ The designers shall submit a written narrative confirming the design intent from the schematic phase, which will provide the logic and background for the mechanical system chosen. The design intent shall take into consideration the county maintenance personnel's ability to operate and maintain specific HVAC systems including the building automation system (BAS). If this system has changed from the list of systems described in the Schematic Design phase, please provide reasoning for this change.
  - ☐ ☐ Provide life cycle cost analysis (if required by of the SBA Quality and Performance Manual)
  - ☐ ☐ (*Where Applicable*) Final List of Green School components. A separate LEED for Schools Matrix may be attached.



The Design Development drawings Submission shall include, but ~~are~~ is not limited to, the following:

SBA County/Architect

☐ ☐ ☐ **Cover Sheet:**

- ☐ ☐ ☐ List of all drawings included with the submission
- ☐ ☐ ☐ List of abbreviations and project specific typical notes
- ☐ ☐ ☐ Map of general project location with north arrow
- ☐ ☐ ☐ Breakdown of building square footage by floor

☐ ☐ ☐ **Site Design drawings shall include:**

- ☐ ☐ ☐ Key Plan
- ☐ ☐ ☐ Property lines
- ☐ ☐ ☐ Buildings (existing and proposed)
- ☐ ☐ ☐ Parking and paving including exterior steps and handicapped ramps, indicate locations of asphalt and concrete pavements, including curbs and sidewalks
- ☐ ☐ ☐ Fencing
- ☐ ☐ ☐ Storm Water Management
- ☐ ☐ ☐ Spot Grades at all entrances and new building corners
- ☐ ☐ ☐ Grades at drives and parking
- ☐ ☐ ☐ Locations of power, water, communications, sewer and/or other necessary utilities

**2 OF 6 (Design Phase)**

☐ ☐ ☐ **Structural Drawings with key plan shall include:**

- ☐ ☐ ☐ Key plan
- ☐ ☐ ☐ Overall dimensions around the building
- ☐ ☐ ☐ Diagrammatic layout of floor and roof framing plans showing major structural components including sizes/weights
- ☐ ☐ ☐ Descriptions of all floor deck and concrete systems
- ☐ ☐ ☐ Proposed locations of retaining walls or non-standard foundation or framing systems (if any)
- ☐ ☐ ☐ Location of columns and bearing walls with dimensions needed to locate them
- ☐ ☐ ☐ Bearing height of structural elements
- ☐ ☐ ☐ Finish floor elevations
- ☐ ☐ ☐ Designers shall include a narrative describing structural systems for all footings, foundations, floors and roof areas including proposed bottom of footing elevations.

☐ ☐ ☐ **Architectural Drawings shall include:**

- ☐ ☐ ☐ Key plan
- ☐ ☐ ☐ Show all columns, exterior walls, interior partitions doors, door swing, windows, stairs, handrail, guard rails, elevators, interior frames and openings, casework counter tops and built in items in plan.
- ☐ ☐ ☐ Seating capacities of gymnasiums and auditoriums.
- ☐ ☐ ☐ Room names and numbers.
- ☐ ☐ ☐ Door numbers
- ☐ ☐ ☐ Overall building dimensions around the building

- ☐ ☐ ☐ Column line dimensions tied to exterior wall dimensions.
- ☐ ☐ ☐ A minimum of two continuous string of dimensions (longitudinally and laterally) through the building that equals the overall dimensions shown including the exterior wall thickness.
- ☐ ☐ ☐ Dimensions at stairs and ramps
- ☐ ☐ ☐ Building section marks
- ☐ ☐ ☐ Building elevation marks
- ☐ ☐ ☐ Location of roof drains, gutters and downspouts.

### **~~3 OF 6 (Design Phase)~~**

- ☐ ☐ ☐ Parapets, ridge lines, valleys, and hips with arrows to indicate the direction of slope.
- ☐ ☐ ☐ Roof plan (showing preliminary roof/overflow drain locations)
- ☐ ☐ ☐ Roof access, hatches, doors etc.
- ☐ ☐ ☐ Include a preliminary finish schedule of all floor, wall and ceiling finishes.

### ☐ ☐ ☐ **Building Elevation Drawings:**

- ☐ ☐ ☐ Show outline of building walls and roofs
- ☐ ☐ ☐ Finish grade line
- ☐ ☐ ☐ Windows and doors
- ☐ ☐ ☐ Vertical dimensions with finish floor & roof bearing heights.
- ☐ ☐ ☐ Roof pitch
- ☐ ☐ ☐ Note materials and indicate extents.
- ☐ ☐ ☐ Show building section marks.

### ☐ ☐ ☐ **Building and Wall Section Drawings:**

- ☐ ☐ ☐ Show the outline of building items that the section plane cuts through, including roofs, exterior walls, foundations, footings, floors, beams, joist, windows and door openings ceilings, bulkheads, insulation and finish grade lines.
- ☐ ☐ ☐ Vertical dimensions with finish floor heights and roof bearing heights.
- ☐ ☐ ☐ Note direction and percentage and/or pitch of roof slopes.
- ☐ ☐ ☐ Note all materials

### ☐ ☐ ☐ **Reflected Ceiling Plan:**

- ☐ ☐ ☐ Key plan
- ☐ ☐ ☐ Show grid, bulkheads, changes in elevations, materials, and ceiling mounted signage, HVAC equipment and lighting locations.

### **~~4 OF 6 (Design Phase)~~**

### ☐ ☐ ☐ **Plumbing Drawings:**

- ☐ ☐ ☐ Key plan with legend
- ☐ ☐ ☐ Provide preliminary plumbing fixture schedule and equipment schedules for all plumbing equipment (Makes and model, if available)
- ☐ ☐ ☐ Show Plumbing fixture and equipment locations
- ☐ ☐ ☐ Locate main water line, include sizing
- ☐ ☐ ☐ Locate main sewer and vent lines, include sizing
- ☐ ☐ ☐ Locate roof drain lines, include sizing
- ☐ ☐ ☐ Identify where water, sewer and storm enter and exit the facility.

**SBA County/Architect**

- ☐ ☐ ☐ **Fire Protection Drawings (when applicable):**
- ☐ ☐ ☐ Key Plan with legend
  - ☐ ☐ ☐ Locate main water line, include sizing. Locate main equipment and risers.
- ☐ ☐ ☐ **HVAC Drawings** (Provide life cycle cost analysis, where applicable):
- ☐ ☐ ☐ Key plan with legend
  - ☐ ☐ ☐ Provide preliminary equipment schedules with sizes and quantities from design basis shown. (Manufacturer make and model, if known)
  - ☐ ☐ ☐ Locate all major HVAC equipment
  - ☐ ☐ ☐ Single line diagram of ducts and pipes sufficient to show zone locations, including preliminary sizing for all ductwork mains and piping system main lines on plan view.
  - ☐ ☐ ☐ Location of roof top equipment, fans, HVAC, etc. Ensure all roof top equipment locations allow for proper clearances in relation to parapet walls, exhaust vents & intake louvers.
- ☐ ☐ ☐ **Electrical Drawings:**
- ☐ ☐ ☐ Key plan
  - ☐ ☐ ☐ Power plan with legend showing locations of main and distribution panel boards and outlets, as well as service entrance and transformer locations.
  - ☐ ☐ ☐ Emergency power system (generators, ATS and misc. systems)
- 5 OF 6 (Design Phase)**
- ☐ ☐ ☐ Lighting plan with legend showing the location of lighting, include fixture type, controls, dimming systems, exit lighting and emergency egress lighting. Preliminary fixture schedule showing all fixture types from the design basis. (Manufacturer make and model, if known)
  - ☐ ☐ ☐ Communications plan with legend showing location of fire alarm pull stations, hardwired computer outlets, phone outlets, CCTV locations and TV monitors. (where applicable)
- ☐ ☐ ☐ **Power, lighting and communication layouts in classroom areas can be shown in a typical classroom layout. All other remaining areas should be shown as designed:**
- ☐ ☐ ☐ Site Utility service connections and details
  - ☐ ☐ ☐ Technology documents showing cable tray, outlet locations, main technology closets and outlet details.
  - ☐ ☐ ☐ Technology documents showing video, clock, sound, paging, security, CCTV and wireless outlets and outlet details. (where applicable)
- ☐ ☐ ☐ **Construction Cost Estimate by Division of Work:**
- ☐ ☐ ☐ Architect's cost estimate. Include all proposed off-site utility extension access roads, soft costs and contingency.
  - ☐ ☐ ☐ If a deficit exists in the detailed cost estimate, a letter from the grant recipient committing additional local funding needed to solidify the deficit, if the additional funds were not previously committed at the Schematic Design Phase.
  - ☐ ☐ ☐ AIA Forms – Provide original AIA forms with the project name and

architect filled in. The use of paper or electronic forms may be used, but if the project is to be distributed electronically, an electronic version must be provided, and Architect/Engineer must obtain the special license from AIA to distribute them electronically.

**NOTE:** The School Building Authority and the West Virginia Department of Education reserves the right to request an electronic copy of the Design Development drawings.

Submitted By \_\_\_\_\_ Date \_\_\_\_\_

SBA Approval By \_\_\_\_\_ Date \_\_\_\_\_

SBA 176e 302-C  
Revised 9/2015

**~~6 OF 6 (Design Development Phase)~~**

School Building Authority of West Virginia  
**PROJECT SUBMISSION FORM – BIDDING DOCUMENT PHASE**

**SBA FORM 176d 302-D**

The Bidding Documents shall illustrate and describe the further development of the approved Design Development Documents and shall consist of drawings and specifications setting forth in detail the quality levels of materials and systems and other requirements for the construction of the work.

**SBA County/Architect**

- ☐ ☐ Please check this box only if all previous SBA review comments have been addressed.
- ☐ ☐ The construction documents submitted shall reflect the entire proposed scope of work including all alternate construction bid packages. Any additional scope changes or alternate bid packages added after bidding document approval must be agreed upon by the SBA prior to bidding of the project. If additional scope changes are included without SBA approval, this work and all associated fees shall become the fiscal responsibility of the grant recipient.
- ☐ ☐ The construction specifications shall include bidding and procurement information that describes the place and conditions of bidding, including bidding or proposal forms, the Form of Agreement between the Owner and Contractor and the conditions of the contract for construction (General, Supplemental and Special Conditions).
- ☐ ☐ Include in the specifications, an original unaltered copy of the latest version of the SBA Supplemental Instructions to Bidders, General Conditions and all associated applicable SBA Forms referred to in that section.
- ☐ ☐ A comprehensive detailed specification that thoroughly describes all building components and systems per division of work and specific to the project. The quality of materials and systems set forth in the specifications should minimally meet or exceed the standards outlined in the SBA Quality and Procedures Standards.
- ☐ ☐ A detailed sequence of operation which will describe the functionality of all HVAC systems and all related components that work in conjunction with one another as an integrated system including the Direct Digital Controls (DDC) system. In the event that a full building automation system (BAS) is incorporated into the facility, this sequence of operation shall accurately detail the operation of all monitored equipment.

**1 OF 8 (Bidding Phase)**

- ☐ ☐ (*Where applicable*) Provide the project construction analyst or construction manager an electronic copy of the bidding document.

**In addition to the Design Development information, the Bidding Documents shall include:**

**Cover Sheet with the following information:**

- ☐ ☐ Gross Building Area: by floor, existing (square footage), new (square footage), and total square footage
- ☐ ☐ Gross area per student, design enrollment
- ☐ ☐ List current governing codes and standards as adopted by the state and incorporated into the project design.

**Life Safety Plan:**

- ☐ ☐ Identify all exits; show actual load and capacity. Verify minimum exits per floor
- ☐ ☐ Show egress paths. Verify within code lengths.
- ☐ ☐ Review for dead-end corridors
- ☐ ☐ Stairs – verify handrail locations and lengths.
- ☐ ☐ Confirm wall ratings for storage, utility rooms, trash rooms, corridors and stairwells.
- ☐ ☐ Handicapped access – (i.e., ramps, disabled areas of refuge)

**Site and Civil Drawings:**

- ☐ ☐ Boundary and Topographical survey by licensed surveyor
- ☐ ☐ Grading plan; sediment and erosion control plan and details
- ☐ ☐ Address all WVDEP, US Army Corps of Engineers and other regulatory agency concerns and comments
- ☐ ☐ Utility plans and details; locations of existing utilities to be relocated.

**Landscaping (when applicable):**

- ☐ ☐ Overall plan showing plantings, irrigation and drainage systems, site lighting, signage and features
- ☐ ☐ Details and sections of all site features, special pavements, bollards, etc.
- ☐ ☐ Symbol glossary or legend
- ☐ ☐ Planting and seeding schedules
- ☐ ☐ Planting standard details, modified as required for specific conditions

**2 OF 8 (Bidding Phase)****ARCHITECTURAL:****Plan Sheets:**

- ☐ ☐ Key plan cross referenced to the building area shown.
- ☐ ☐ All floor plans with column line grid with all dimensions; show all core areas, floor openings; note all partitions and partition types; show all door and other openings
- ☐ ☐ Label all windows and doors on plan and identify in the corresponding schedules
- ☐ ☐ Building section elevations, wall section and interior elevation marks on plans
- ☐ ☐ Detail references with the detail number/nomenclature
- ☐ ☐ Show all accurately completed schedules.
- ☐ ☐ Show all dimensions both interior and exterior to locate windows, doors and interior wall locations.

**Roof Plan:**

- ☐ ☐ Roof plan showing all dimensions and noting all materials, openings, keyed details and sections
- ☐ ☐ Note the roof slope and minimum insulation thickness at low points
- ☐ ☐ Details and sections noting all roof perimeter, parapet and internal conditions

**Reflected Ceiling Plan:**

- ☐ ☐ Indicate all ceiling and bulkhead heights
- ☐ ☐ Coordinate and show location of mechanical and electrical equipment including ceiling diffusers, lighting fixtures and access panels

**Elevations, Sections and Exterior Details: (Keyed onto Plans)**

- ☐ ☐ Exterior elevations noting all materials, line of proposed footings and foundation walls, keyed sections and vertical dimensions to locate door and window heights, finished floor joist bearing and parapet wall elevations.



- ☐ ☐ Elevations to note all door and window openings, all louvers and other wall systems and locations

### **3 OF 8 (Bidding Phase)**

- ☐ ☐ Building sections, at least two, in both directions
- ☐ ☐ Exterior wall sections showing all elements and materials in design; note all fixed equipment; show vertical and pertinent horizontal dimensions and floor elevations. Indicate room names and numbers where the cut plane passes through the space.
- ☐ ☐ Sections to show clearly special conditions, typical stairs, instructional spaces and corridors, equipment and fixtures, floor construction, levels and thickness, wall and ceiling construction, typical windows, interior and exterior doors, finish material, roof construction, fire barriers and smoke partitions.

#### **Building Sections, Interior Elevations:**

- ☐ ☐ Show as many building sections as necessary to accurately depict all variations in the building construction. A minimum of one transverse and two longitudinal building section per building shall be included. Select areas that show key floor-to-floor relationships. Dimension vertically, show column grid, reference large scale sections and details.
- ☐ ☐ Materials – Note and indicate all finish materials. Show all wall-mounted equipment, including switches, receptacles, diffusers and thermostats at critical areas.
- ☐ ☐ Details (larger scale) showing but not limited to typical exterior wall sections, footings, foundations, floors, windows, cornice and roof, all vertical dimensions, each type and size of door with glazing and paneling, frame and trim, each type of window, together with distances to floor and ceiling, stairs, including risers, treads, handrails, newels and landing lines, instructional display board, bulletin board, trim, built-in equipment, counters, cupboards and drawers, and wardrobes, expansion joints, entry mats, casework, wood trim, shelving, display case mounting, locker base (if not standard), handrails, grab bars, catwalks, pass windows.
- ☐ ☐ Identify necessary back-up blocking for wall-mounted equipment, shown in sections.
- ☐ ☐ Detail bulkheads and other changes in ceiling heights.
- ☐ ☐ Rated shafts/chases. Unless of standard manufacture.

#### **Windows in Plans, Schedule and Detail Coordination:**

- ☐ ☐ Window sizes and types. Window mark, material height, width, head height, additional information and remarks. Indicate whether dimension is “rough opening” or actual size. Indicate swing direction of operable units. Show glass type.
- ☐ ☐ Window detail including head, jamb and sill conditions

### **4 OF 8 (Bidding Phase)**

- ☐ ☐ Consider the following: structural support for large units, blocking for shades, dark shades in classrooms and auditoriums, window operators for high windows, etc. Still, stool, apron, casing, jamb extensions.
- ☐ ☐ Roto operators and window limiters to be shown in window schedules and detail coordination drawings, where applicable.

#### **Door Schedule:**

- ☐ ☐ Door Schedule: size, type, opening, location, material, frame, glazing, louvers, transoms, panels, undercuts, fire ratings, special features including thresholds, hardware set reference.
- ☐ ☐ Included in door schedule:
  - ☐ ☐ Code compliant width of exit doors
  - ☐ ☐ Compatibility with hardware types

- ☐ ☐ ☐ Code compliant sizes and types of glass
- ☐ ☐ ☐ Weather-stripping for sound rated doors
- ☐ ☐ ☐ Transoms above doors
- ☐ ☐ ☐ Check door numbers and all items in schedules against door numbers on plans.
- ☐ ☐ ☐ Louvered and/or undercut doors indicated per mechanical
- ☐ ☐ ☐ Proper labeling of fire doors
- ☐ ☐ ☐ Coordinate hardware with electric strikes, operators, monitors, hold-opens, etc.

**Finish Schedule with Legend Describing Finish Abbreviations:**

- ☐ ☐ ☐ Room number, name, ceiling type, ceiling height, wall finish, floor finish, base, wainscot, wall trim and additional information and remarks. Room numbers shall be final numbering system for this school.
- ☐ ☐ ☐ Complete entire schedule in addition to basic finish types
- ☐ ☐ ☐ Indicate the following: Clear description of location for split finishes (above and below chair rails, etc.), locations of and reference details for borders and patterns, extent (brackets, grilles, etc.) ceramic tile heights. Finish for exposed existing construction. Additional finish requirements shall be indicated in the specifications.
- ☐ ☐ ☐ Check the finish schedule for coordination with room names and numbers indicated on plans, interior elevations, and specifications.

**5 OF 8 (Bidding Phase)**

- ☐ ☐ ☐ Note surfaces where multi-color paints and trims are proposed.

**Structural:**

- ☐ ☐ ☐ Structural comments sheet with all code and design basis information; note all design parameters, etc., abbreviations glossary and legends. Additional information shall be provided in the specifications.
- ☐ ☐ ☐ Dimensioned foundation plan with slab on grade noted; with keyed sections and details.
- ☐ ☐ ☐ Dimensioned floor and roof plans showing all members with sizes and weights; note all openings; jointing and edge conditions; keyed details and sections.
- ☐ ☐ ☐ Detail and section drawings as required to completely detail all foundation and framing conditions.
- ☐ ☐ ☐ Building sections and details.
- ☐ ☐ ☐ Completed foundation, column, beam and lintel schedules, as appropriate.

**Plumbing:**

- ☐ ☐ ☐ Plumbing plans showing completed systems, including foundation drain lines, storm, acid, and sanitary sewer and vent lines, complete water supply system and location of all plumbing fixtures, including hose cabinets and sewage disposal system. All piping sized including valves, on plan view. Include riser diagrams and details for all systems and complete specifications with acceptable manufactures.
- ☐ ☐ ☐ Completed fixture and equipment schedules including makes and models for all systems to adequately show the basis of design.
- ☐ ☐ ☐ For areas of concentrated equipment, provide enlarged plans in ~~1/4"=1'~~ scale for both plan and section views.
- ☐ ☐ ☐ Indicate the design intent for fire protection system desired and special equipment (i.e., fire pumps, holding tanks) necessary for the project.

**HVAC:**

- ☐ ☐ HVAC plans showing completed systems, the size and type of heating and cooling unit. The plans shall also include all connections; pumps; supply and return lines with sizes, valves and slopes; motors; air-handling equipment; fans, including types, locations, sizes and capacity of all ducts, grilles and ventilator.

- ☐ ☐ Floor plans indicating ductwork, piping and mechanical devices all sized.

#### **6 OF 8 (Bidding Phase)**

- ☐ ☐ Testing and balancing requirements
- ☐ ☐ Sound/vibration attenuation measures
- ☐ ☐ Fire dampers, balance dampers, access panels and housekeeping pads sized and located on plan view
- ☐ ☐ Completed equipment schedules including makes, models fan RPM speed, etc., for all systems
- ☐ ☐ For areas of concentrated equipment, provide enlarged plans in 1/4"=1' scale for both plan and section views
- ☐ ☐ All piping sized including valves, items on plan view. Include riser diagrams and details for all systems and complete specifications with acceptable manufactures.
- ☐ ☐ Complete control schematic diagram with terminations which correlate with the sequence of operation in the specification.

#### **Electrical:**

- ☐ ☐ Electrical plans using standard symbols to show all connections, inside and outside, location of wall, floor and ceiling outlets or receptacles, location and size of all conduits, capacity of outlets, network drops, location and details of switch panels, circuit breakers and fusing, location and connections for all bells, alarms, clocks, and special outlets, and types and designs of lighting fixtures.
- ☐ ☐ Electrical light fixture schedule with makes and models to adequately show the basis of design.
- ☐ ☐ Lighting control details and risers
- ☐ ☐ One-line diagrams showing all panel sizes, conduit requirements and wire sizes
- ☐ ☐ Panel schedules for all new, renovated and existing panels.
- ☐ ☐ Floor plans showing locations of all panels, outlets, light fixtures, receptacles, switches, fire alarm devices and equipment, emergency power systems.
- ☐ ☐ Mechanical equipment connection schedule, complete technical specifications with acceptable manufacturers
- ☐ ☐ For areas of concentrated equipment, provide enlarged plans in 1/4"-1' scale for both plan and section views

#### **7 OF 8 (Bidding Phase)**

- ☐ ☐ Technology documents showing detailed racks systems for T/D, video/TV, clock, sound, paging, security, intercom, cctv and wireless outlets systems. Completed equipment schedules including makes and models for all systems
- ☐ ☐ Riser diagrams for all systems, complete technical specifications with acceptable manufacturers
- ☐ ☐ Incoming service connection details
- ☐ ☐ Completed site utility service connections and details
- ☐ ☐ Power Plan with legend, show locations of main and distribution panel boards and outlets.
- ☐ ☐ Lighting Plan with legend, show location of lighting, controls, exit lighting and emergency egress lighting.
- ☐ ☐ Communications Plan – show location of fire alarm pull stations,

hardwired computer outlets, phone outlets, CCTV locations, TV Monitors, electronic building directory, sprinkler system monitor board.

- ☐ ☐ Power, lighting and communication equipment schedules.

**Misc. Documentation to be Submitted:**

- ☐ ☐ Complete specifications augmenting the information shown on the drawing, giving details on construction materials and methods, mechanical equipment and installations and tests. In general, specify all window shades, restroom accessories and lockers and all other permanent equipment forming an integral part of the building.
- ☐ ☐ Final Technology Plan
- ☐ ☐ Final estimate of probable cost, including total project cost. This requirement will **not** be waived if an SBA Construction Analyst is used.
- ☐ ☐ AIA documents specific to the project shall be part of the bidding document submissions. Draft or sample copies are not acceptable.

**NOTE:** The School Building Authority and the West Virginia Department of Education reserves the right to request an electronic copy of the Design Development drawings.

Submitted By \_\_\_\_\_ Date \_\_\_\_\_

SBA Approval By \_\_\_\_\_ Date \_\_\_\_\_

SBA Form ~~476d~~ 302-D  
Revised 9/2015

**8 OF 8 (Bidding Phase)**

School Building Authority of West Virginia  
**DAILY CONSTRUCTION OBSERVATION REPORT # \_\_\_\_\_**  
**SBA FORM 443 303**

NOTE: The Clerk-of-the-Works shall complete this form each day the Contractor(s) has workers present on the construction site.

County: \_\_\_\_\_ Dates Report No.: \_\_\_\_\_ to \_\_\_\_\_  
 Project: \_\_\_\_\_ Prepared By Page: \_\_\_\_\_ of \_\_\_\_\_  
 Architect/Engineer-Clerk-of-the-Works: \_\_\_\_\_ Clerk of the Works Day: \_\_\_\_\_  
 Phone #: \_\_\_\_\_ Job Phone # Date: \_\_\_\_\_  
 Weather: AM °F PM °F Site Conditions: (Good) (Fair) (Poor) \_\_\_\_\_

Number of Personnel Present						
Contractors	M	T	W	T	F	Sat
GC name (S, A, O, J)	0, 0, 0, 0	0, 0, 0, 0	0, 0, 0, 0	0, 0, 0, 0	0, 0, 0, 0	0
Plumb Contr. name (F, J, A)	0, 0, 0	0, 0, 0	0, 0, 0	0, 0, 0	0, 0, 0	0
Electrical Contr. name (F, J, A)	0, 0, 0	0, 2, 0	0, 2, 0	0, 2, 0	0, 1, 0	0
Mech. Contr. name (F, L, A, J)	0, 0, 0, 0	0, 0, 0, 0	0, 0, 0, 0	0, 0, 0, 0	0, 0, 0, 0	0
Misc. Subcontr. name (J)	0	0	0	0	0	0
Misc. Subcontr. name (F, J, A)	0, 0, 0	0, 0, 0	0, 0, 0	0, 0, 0	0, 0, 0	0
Misc. Subcontr. name (J, A, L)	0, 0, 0	0, 0, 0	0, 0, 0	0, 0, 0	0, 0, 0	0
Misc. Subcontr. name (J, A)	0, 0	0, 0	0, 0	0, 0	0, 0	0
Misc. Subcontr. name (J)	0	0	0	0	0	0
Misc. Subcontr. name (J, A)	0, 0	0, 0	0, 0	0, 0	0, 0	0
Weather (AM[7:00]/PM[4:30])	Cl, Lo61/ Cl, Hi83	Ov, Lo61/ C, Hi77	Ov, Lo60/ Cl, Hi76	Fg, Lo60/ Cl, Hi80	Fg, Lo60/ Cl, Hi81	-

Job Titles: S=Supervisor, J=Journeyman, A=Apprentice, L=Laborer, F=Foreman, O=Operator  
 Weather: Fg=fog, Ov=overcast, Ra=rain, Sn=snow, C=clear, Cl=Cloudy Pe=partly cloudy  
 Lo=low, Hi=high

**Remarks:**

**Monday,** \_\_\_\_\_ **Thursday,** \_\_\_\_\_  
 Daily Activity: \_\_\_\_\_ Daily Activity: \_\_\_\_\_  
 Issues: \_\_\_\_\_ Issues: \_\_\_\_\_  
**Tuesday,** \_\_\_\_\_ **Friday,** \_\_\_\_\_  
 Daily Activity: \_\_\_\_\_ Daily Activity: \_\_\_\_\_  
 Issues: \_\_\_\_\_ Issues: \_\_\_\_\_  
**Wednesday,** \_\_\_\_\_ **Saturday,** \_\_\_\_\_  
 Daily Activity: \_\_\_\_\_ Daily Activity: \_\_\_\_\_  
 Issues: \_\_\_\_\_ Issues: \_\_\_\_\_

**Page 2:**

Division of Work _____ % Complete	Division of Work _____ % Complete
<b>General Requirements</b> _____	Roofing _____
<b>Site Work</b> _____	Sealers _____
-Demolition _____	<b>Finishes</b> _____
-Subsurface _____	Floors _____
-Clearing/Grading _____	Walls _____

**PERSONNEL AND MAJOR EQUIPMENT PRESENT TODAY:**

282



**WORK IN PROGRESS TODAY:** (Include report of operations, materials received and condition, work start/stop time, and any unusual conditions. *Include photos from today on a separate photo page.*)

**WORK COMPLETED TODAY:**

**DISCREPANCIES NOTED:** (Immediately contact A/E. Non-conformance Report # \_\_\_\_\_)

**SUMMARY OF DISCUSSIONS WITH CONTRACTOR(S):** (List which Contractor, summarize discussion.)

**ANY CAUSE FOR DISPUTE, CHANGE ORDERS, OR DELAYS – REASONS:**

**EXTRA WORK IN PROGRESS – DESCRIPTION:**

**ITEMS FOR OFFICE ACTION:**

**VISITORS PRESENT TODAY:**

**TOTAL PROJECT COMPLETE** \_\_\_\_\_ %  
**ADDITIONAL REMARKS:**

Submitted By \_\_\_\_\_

Date \_\_\_\_\_

SBA 443 303  
Revised 9/2015

School Building Authority of West Virginia  
Policy & Procedures Handbook  
APPENDIX OF SBA FORMS

Chapter 4 Forms  
FORMS TO SUPPLEMENT BIDDING AND CONSTRUCTION PROCEDURES

School Building Authority of West Virginia  
**BID CHECKLIST & CERTIFICATION FORM**  
**SBA FORM 183 401**

**INSTRUCTIONS:** The Proposer shall complete this form in its entirety verifying that the above listed documentation has been provided and enclosed in the proper envelope. The Proposer will certify the below statement is true and place this form, along with Envelope #1 and Envelope #2 in Envelope #3. Furthermore, this completed form shall be submitted with the proposal in accordance with Section 4.3.1 of the SBA Supplemental Instructions to Bidders. Failure to **fully** complete or submit this form shall result in rejection of the proposal.

<u>Envelope #1</u>	<u>Contractor</u> <u>Initial</u>	<u>Owner or A/E</u> <u>Initial</u>
Valid Bid Bond	_____	_____
Valid Contractor License	_____	_____
State of WV Purchasing Affidavit <del>(SBA 185)</del>	_____	_____
Drug Free Work Place Affidavit <del>(SBA 188)</del>	_____	_____
Certification Receipt of Addendum (SBA 184 402)	_____	_____
<del>Bid Certification Form</del> List of Proposed Major Subcontractors (SBA 157 403-A)	_____	_____
 <u>Envelope #2</u>		
Bid Form	_____	_____

	Contractor Name
	Signature

SBA 183

Revised 9/2015

**BID CERTIFICATION:**

I, hereby certify that the bid requirement found in Article 22, Section 5-22-1 of the West Virginia State Code have or will be met should I be awarded the construction contract for the project referenced below. I further certify that all requirements found in the School Building Authority, Supplemental General Conditions applicable to this project and bound within the bidding documents for this project will be complied with prior to the execution of the construction contract. I understand that if the SBA requirements exceed those of West Virginia Code, the more stringent requirements will apply to this project.

Project Name: \_\_\_\_\_ Date: \_\_\_\_\_

Name of Contractor's Company: \_\_\_\_\_

Signature of Responsible Contractor: \_\_\_\_\_

Notary's Signature: \_\_\_\_\_

Notary Seal

SBA 157 401

Revised 9/2015

School Building Authority of West Virginia  
**CERTIFICATION OF RECEIPT OF ADDENDA**  
**SBA FORM 184 402**

**(Complete this form and enclose in Bid Envelope #1)**

By submitting this Proposal, the Proposer represents, as more full set forth in the Agreement, that the Proposer has examined copies of all the Contract Documents and hereby acknowledges they have verified that the Proposer is in receipt of the Addenda listed below and that the proposed price reflects the inclusion of these Addenda.

The Proposer further acknowledges that should it be determined at the time of the bid opening that the Proposer has failed to acknowledge receipt of **ALL** of the issued addenda; the Proposer's Bid submission shall be rejected.

Addenda Number	Addenda Date
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Name & Title of Signer (Please Print)

School Building Authority of West Virginia  
**LIST OF PROPOSED MAJOR SUBCONTRACTORS  
EQUIPMENT/MATERIAL SUPPLIERS**  
**SBA FORM 123 403-A**

**(This form must be submitted to the SBA within two hours of the close of bid. Complete this form and enclose in Bid Envelope #1)**

***Failure to comply with the two-hour submission requirement will result in disqualification of the bid.***

**Phone: (304) 558-2541**

**Fax: (304) 558-2539**

The intent of this form is to establish a the Proposer's list of proposed major Subcontractors to be performing work on the project site. Additionally, the list shall be used to ensure that all proposed Contractors listed are currently in compliance with the SBA and that those listed are performing work on the project site as indicated on this form.

**INSTRUCTIONS:**

The project Architect, as a part of the Bid Package, shall list all appropriate Categories of Work for which he/she believes the Project's Scope of Work exceeds 15% of the cost of the total bid package.

**CLEARLY AND LEGIBLY** The Proposer shall acknowledge the requirements and certify the information is true in the signature area on the second page of this document. The Proposer shall list below, the Prime Contractor's complete name and WV Contractor's license number for this proposal as required by the "West Virginia Contractor Licensing Act" (WV Code Section 21-11).

Additionally, The Proposer shall clearly and legibly list each proposed major Sub-Contractor for each corresponding category of work and equipment/material for this proposal and the subcontractor or supplier selected for that category of work, also provide each contractor's complete name and regardless of whether or not the actual price exceeds or does not exceed the 15% threshold of the total bid package, WV Contractor's license number for each Subcontractor as required by the "West Virginia Contractor Licensing Act."

If the branch of work is to be completed solely by an equipment/material supplier, indicate by notation below in the contractor license number column. If the branch of work is to be completed by the Proposer as a General (or Prime) Contractor submitting the bid, indicate on each division where this occurs provide the name and contractor license number of the contractor that will be performing the work proposing Contractor. If no subcontractors will be used to complete the project, indicate on the SBA Form 123 in each Category of Work that all work will be self-performed and provide by providing the name and contractor license number of the contractor that will be performing the work proposing Contractor. DO NOT list multiple contractors for the same category of work. If this occurs, it must be corrected within the two-hour submission time frame or the bid will be rejected.

The Proposing Contractor is responsible for selecting subcontractor(s) and/or equipment/material suppliers/contractors for this project. However, the Owner, Architect/Engineer and/or School Building Authority may indicate their concerns about any entity listed which they have reason to believe past experience indicates poor performance may be expected disqualify a proposed Subcontractor if the Subcontractor is on probationary status. Therefore, the bidder may be requested to change an unsatisfactory subcontractor or equipment/material supplier should the owner, Architect/Engineer or SBA determine an unsatisfactory sub-contractor is listed. The SBA shall be the sole interpreter of this document to ensure that the information provided by the prime contractor meets the intent of the form. Should the SBA determine that the intent of the form has not been met, the forms SHALL BE RENDERED NULL AND VOID AND WILL RESULT IN REJECTION OF THE PROPOSAL.



It is the responsibility of any Proposing Contractor soliciting bids or quotes from the Subcontractors to verify the eligibility of all proposed Subcontractors ~~and equipment/material suppliers being proposed~~ to perform the work and to verify in writing the scope of work ~~proposed by a subcontractor or supplier~~. The Proposing Contractor has full responsibility for satisfactory execution of all work in accordance with the Contract Documents.

Any proposed change of Subcontractors ~~or material suppliers~~ must have prior written approval from the SBA and shall be at no additional cost to the Owner as the Contractor has full responsibility for execution of the work. Contractors, ~~subcontractors and equipment/material suppliers~~ that are on SBA Probationary Status with the SBA are prohibited from bidding any ~~school~~ SBA project. List all ~~subcontractors along with their WV contractor license number and each category of work each will perform. Additionally, list the Prime Contractor and their WV contractor license number for each category of work they will perform.~~

I, \_\_\_\_\_ representing \_\_\_\_\_  
 (Signature of Responsible Company) (Company Name)  
 on this date \_\_\_\_\_ submit the following list of subcontractors ~~and major material suppliers~~  
 for your review and comment. This is the final and complete list of companies who will be performing  
 work ~~or supplying materials~~ for Bid Package \_\_\_\_\_ on \_\_\_\_\_  
 (Bid Package No.) (Project Name)

I agree that once the subcontractors ~~and material suppliers~~ listed are submitted to the SBA, no other subcontractors or substitute for any subcontractors listed below, will be used in the performance of the contract without written approval of the Owner and SBA. I further agree that if non-approved subcontractors ~~or suppliers~~ are used my company shall be placed on probation, unless in its reasonable discretion, the SBA determines otherwise. I understand that, as a result of being placed on probation by the SBA, my company shall be prohibited from bidding SBA projects for a minimum of one year.

Complete Name of Prime Contractor	Prime Contractor License Number
_____	_____

  

Category of Work <del>/Material</del>	Complete Name of Subcontractor/Supplier	Contractor License Number
1. _____	_____	_____
2. _____	_____	_____
3. _____	_____	_____
4. _____	_____	_____
5. _____	_____	_____
6. _____	_____	_____



7. \_\_\_\_\_
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30. \_\_\_\_\_

(Use additional pages, if required)

SBA 423 403-A

Revised 9/2015

School Building Authority of West Virginia  
**COMPLETE LIST OF SUBCONTRACTORS AND**  
**EQUIPMENT/MATERIAL SUPPLIERS**  
**SBA FORM 403-B**

**(This form must be completed and submitted to the Owner, Architect and SBA before 4:00 PM Eastern Standard Time on the day after bids are received.)**

<u>Submit to:</u>	<u>Name</u>	<u>Email Address</u>
Owner:	_____	_____
Architect:	_____	_____
SBA:	_____	_____

The intent of this form is to meet the requirement in West Virginia Code §5-22-1(g) by establishing a complete list of the Proposer's Subcontractors and Equipment / Materials Suppliers who will be performing work or providing equipment / materials for the project. Additionally, the list shall be used to ensure that all Subcontractors and Equipment / Materials Suppliers listed are currently in compliance with the SBA and the State of West Virginia. Failure to complete this form as intended or failure to submit this form within the required time frame shall result in the rejection of the Proposer's bid.

**INSTRUCTIONS:**

The Proposer shall complete and submit this form to the Owner, Architect, and SBA before 4:00 PM Eastern Standard Time on the day after the bids are received.

The Proposer shall acknowledge the requirements and certify the information is true in the signature area on the second page of this document. The Proposer shall list the Prime Contractor's complete name and WV Contractor's license number for this proposal as required by the West Virginia Contractor Licensing Act as described in WV Code §21-11.

For each category of work that requires a Subcontractor or Equipment / Materials Supplier that exceeds a value of \$25,000, the Proposer shall clearly and legibly list each Category of Work and the corresponding Subcontractor and Equipment/Materials Supplier's name and valid Contractor license number. If no Subcontractors are proposed to be used, indicate on the form by writing "No Subcontractors Proposed." DO NOT list multiple Subcontractors and Equipment/Materials Suppliers for the same category of work. DO NOT list a different Subcontractor than the Subcontractor listed on SBA Form 403-A that was provided at the time of bid.

The Proposing Contractor is responsible for selecting Equipment/Materials Suppliers for this project. However, the Owner, Architect/Engineer and/or School Building Authority may disqualify a proposed Subcontractor or Equipment/Materials Suppliers if the Subcontractor or Equipment/Materials Suppliers is on probationary status.

It is the responsibility of any Proposing Contractor soliciting bids or quotes from Subcontractors or Equipment/Materials Suppliers to verify the eligibility of all proposed Subcontractors or Equipment/Materials Suppliers to provide equipment and/or materials on the project site and to verify in writing the scope of their agreement. The Proposing Contractor has full responsibility for satisfactory execution of all work in accordance with the Contract Documents.

Any proposed change of Subcontractors or Equipment/Materials Suppliers at any time must be justified by the Contractor, have prior written approval from the SBA, and shall be at no additional cost to the Owner as the Contractor has full responsibility for execution of the work.

I, \_\_\_\_\_ representing \_\_\_\_\_  
 (Signature of Responsible Company) (Company Name)  
 on this date \_\_\_\_\_ submit the following list of Subcontractors and Equipment / Materials  
 Suppliers for your review. This is the final and complete list of companies who will be supplying  
 materials for Bid Package \_\_\_\_\_ on \_\_\_\_\_.

(Bid Package No.) (Project Name)  
I agree that once the Subcontractors and Equipment / Materials Suppliers listed are submitted to the SBA, no substitute for any material suppliers listed below will be used in the performance of the contract without written approval of the Owner and SBA. I further agree that if non-approved Subcontractors or Equipment / Materials Suppliers are used, my company shall be placed on probation, unless in its reasonable discretion, the SBA determines otherwise. I understand that, as a result of being placed on probation by the SBA, my company shall be prohibited from bidding SBA projects for a minimum of one year.

**Complete Name  
of Prime Contractor**

**Contractor  
License Number**

<b>Category of Work/Material</b>	<b>Complete Name Subcontractor/Supplier</b>	<b>Contractor License Number</b>
1. _____	_____	_____
2. _____	_____	_____
3. _____	_____	_____
4. _____	_____	_____
5. _____	_____	_____
6. _____	_____	_____
7. _____	_____	_____
8. _____	_____	_____
9. _____	_____	_____
10. _____	_____	_____
11. _____	_____	_____

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33. \_\_\_\_\_
34. \_\_\_\_\_
35. \_\_\_\_\_

(Use additional pages, if necessary)  
SBA 403-B

School Building Authority of West Virginia  
**CERTIFICATION OF RECEIPT OF WORKER VERIFICATION  
COMPLIANCE**

(~~County Board of Education/Other Grant Recipient~~)

**SBA FORM 180 404-A**

County/Grant Recipient \_\_\_\_\_ Date \_\_\_\_\_

Project/School Name \_\_\_\_\_ Location \_\_\_\_\_

The undersigned, for and on behalf of the above referenced county/grant recipient, or Board of Education, does hereby certify that it has in its possession and filed certification from the Prime Contractor in the above project on SBA Form ~~No. 181~~ 404 B with regard to the requirements of West Virginia Code §21-1B-4 regarding the verification of the legal employment status of all workers that will be employed for this project.

The county/grant recipient further certifies that it has received and has filed Prime Contractor certifications that none of the employees on this project have been required to register as a sex offender under these provisions.

Further, that each employee of the Prime Contractor, Subcontractor that may have access to students or the school grounds has been required to produce one valid picture I.D. to substantiate their name and current address.

\_\_\_\_\_  
(Superintendent Signature)

\_\_\_\_\_  
For the Board of Education of the  
County of \_\_\_\_\_,  
West Virginia

SBA Form ~~180~~ 404-A  
Revised 9/2015

(Submit this form to the SBA)



School Building Authority of West Virginia  
**PRIME CONTRACTOR'S CERTIFICATION**  
**OF WORKER COMPLIANCE WITH WV CODE & SBA POLICY**  
**SBA FORM 181 404-B**

COUNTY \_\_\_\_\_ DATE \_\_\_\_\_

PROJECT/SCHOOL NAME \_\_\_\_\_

The undersigned, Prime Contractor for the above referenced project, does hereby certify that it has fully complied with the requirements of West Virginia Code §21- 1B with regard to verifying the legal status and authorization to work of all its employees that will be present on the construction site. Additionally, the undersigned for the above referenced project, does hereby certify that it has verified the criminal records of all its employees who will work on this project and that none of such employees have been required to register as a sex offender under West Virginia Code §15-12-2.

The undersigned has required each employee to produce one valid picture I.D. to substantiate their name and address. The undersigned further certifies that it will require each of its sub-contractors to execute a certificate (SBA Form ~~182~~ 404 C) containing all of the above matters prior to such sub-contractor beginning work on the above referenced project and that it will retain each of these certificates on file and make them available for inspection by the proper authority.

\_\_\_\_\_  
PRIME CONTRACTOR SIGNATURE

REPRESENTING \_\_\_\_\_  
COMPANY NAME

STATE OF WEST VIRGINIA,

COUNTY OF \_\_\_\_\_ TO-WIT:

I, the undersigned Notary Public, within and for the County and State as aforesaid, do hereby certify that \_\_\_\_\_ for the above listed project, has  
(CONTRACTOR NAME)  
this day personally acknowledged the same before me in my said County and State.

Taken, subscribed and sworn to before me on this the \_\_\_\_\_ day of \_\_\_\_\_.

My commission expires: \_\_\_\_\_.

\_\_\_\_\_  
NOTARY PUBLIC

SBA ~~181~~ 404-B Revised 9/2015

(Submit this form to the Owner)



School Building Authority of West Virginia  
**SUB-CONTRACTOR'S CERTIFICATION**  
**OF WORKER COMPLIANCE WITH WV CODE & SBA POLICY**  
**SBA FORM 182 404-C**

County \_\_\_\_\_ Date \_\_\_\_\_

Project/School Name \_\_\_\_\_

The undersigned, Sub-Contractor for the above referenced project, does hereby certify to the Prime Contractor that it has fully complied with the requirements of West Virginia Code §21-1B with regard to verifying the legal status and authorization to work of all its employees that will be present on this construction site. Additionally, the undersigned, for the above referenced project, does hereby certify that it has verified the criminal records of all its employees who will work on this project and that none of such employees have been required to register as a sex offender under West Virginia Code §15-12-2.

The undersigned has required each employee to produce at least one valid picture I.D. to substantiate their name and address

\_\_\_\_\_  
PRIME CONTRACTOR SIGNATURE

REPRESENTING \_\_\_\_\_  
COMPANY NAME

STATE OF WEST VIRGINIA,

COUNTY OF \_\_\_\_\_ TO-WIT:

I, the undersigned Notary Public, within and for the County and State as aforesaid, do hereby certify that \_\_\_\_\_, Sub-Contractor in the above listed  
Subcontractor Name  
project, has this day personally acknowledged the same before me in my said County and State.

Taken, subscribed and sworn to before me on this the \_\_\_\_\_  
Day of \_\_\_\_\_.

My commission expires: \_\_\_\_\_.

\_\_\_\_\_  
NOTARY PUBLIC

SBA 182 404-C  
Revised 9/2015

(Submit this form to the prime contractor)

School Building Authority of West Virginia  
**JOB SIGNS AND BUILDING PLAQUE**  
**SBA FORM 405**

New School Construction Project Signage

(Brief Project Description)

**(SCHOOL or)  
(FACILITY NAME)**

(Superintendent's Name) State Superintendent of Schools  (Local) County Board of Education  (Superintendent's Name) Superintendent  (Architect's Name) (City/State)	(\$X,XXX,000) Funding by (County Name) (\$X,XXX,000) Funding by <b>School Building Authority</b> <b>of West Virginia</b> <b>(Governor's Name)</b> Governor (Speaker of the House Name) (Senate President's Name) Speaker of the House Senate President	West Virginia School Building Authority Executive Director's Name Executive Director SBA Member - Vice President SBA Member - Secretary SBA Member SBA Member SBA Member SBA Member SBA Member SBA Member
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**"Investing in West Virginia's Future"**

Renovation / MIP / Three Percent Project Signage

(Brief Project Description)

**(SCHOOL or)  
(FACILITY NAME)**

(Superintendent's Name) State Superintendent of Schools  (Local) County Board of Education  (Superintendent's Name) Superintendent  (Architect's Name) (City/State)	(\$X,XXX,000) Funding by (County Name) (\$X,XXX,000) Funding by <b>School Building Authority</b> <b>of West Virginia</b> <b>(Governor's Name)</b> Governor (Speaker of the House Name) (Senate President's Name) Speaker of the House Senate President	West Virginia School Building Authority Executive Director's Name Executive Director SBA Member - Vice President SBA Member - Secretary SBA Member SBA Member SBA Member SBA Member SBA Member SBA Member
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**"Investing in West Virginia's Future"**



School Building Authority of West Virginia  
**NOTICE OF DEFECTIVE OR NON-CONFORMING WORK**

**SBA FORM 406-A**

Project Name: \_\_\_\_\_ County: \_\_\_\_\_

Contractor: \_\_\_\_\_ Date: \_\_\_\_\_

Gentlemen:

You are hereby notified that the following work has been found to be defective or not in accordance with the Contract Documents:

See Attached EXHIBIT Date: \_\_\_\_\_

This Notice of Defective or Non-Conforming work is a demand of the Contract Administrator that the above identified rejected work shall be brought into conformity with the Contract Documents by no later than the time fixed herein below. Failure on the part of the Contractor to comply with this demand within the time allowed with constitute a breach of contract and will, in addition, constitute neglect and failure to perform pursuant to which neglect and failure, the Owner will, after \_\_\_\_\_ ( ) days written notice to the Contractor, be entitled under the terms of the General Conditions to make good the above mentioned deficiencies with deduction of the cost thereof from any payment due to become due to the Contractor.

The General Conditions provides that the Contractor shall promptly correct all work rejected and that the Contractor shall bear all costs of correcting such rejected work. It is the opinion of the Contract Administrator that taking all circumstances into consideration, the Contractor must have completed the aforesaid no later than the close of the business day on \_\_\_\_\_. The designation of the space of time allowed is not an extension of time, does not alter the pace of the construction progress schedule, and does not extend the time for making good deficiencies on any earlier notices of defective or non-conforming work. It is the time within which the deficiencies must have been made good or the omissions supplied under pain of giving rise to a right of the Owner to have the work performed directly and promptly at the expense of the Contractor.

Sincerely,

Name: \_\_\_\_\_

Position: \_\_\_\_\_

Company: \_\_\_\_\_

CC: Owner Representative: \_\_\_\_\_

SBA Representative: \_\_\_\_\_

Clerk-of-the-Works: \_\_\_\_\_

School Building Authority of West Virginia  
**RESOLUTION OF DEFECTIVE OR NON-CONFORMING WORK**  
**SBA FORM 406-B**

Project Name: \_\_\_\_\_ County: \_\_\_\_\_

Contractor: \_\_\_\_\_ Date: \_\_\_\_\_

Gentlemen:

This is to inform you that the above referenced Notice is hereby dissolved.

Your letter of \_\_\_\_\_ notified us that work rejected by Notice of Defective or Non-Conforming Work Number \_\_\_\_\_ as described in Exhibit ' ' dated \_\_\_\_\_ and enclosed herewith, has been corrected.

Pursuant to our inspection of the work made \_\_\_\_\_, we herewith dissolve the Notice of Defective of Non-Conforming Work dated \_\_\_\_\_.

Sincerely,

Name: \_\_\_\_\_  
Position: \_\_\_\_\_  
Company: \_\_\_\_\_

CC:    Owner Representative: \_\_\_\_\_  
          SBA Representative:            \_\_\_\_\_  
          Clerk-of-the-Works:        \_\_\_\_\_



School Building Authority of West Virginia  
Policy & Procedures Handbook  
APPENDIX OF SBA FORMS

Chapter 5 Forms  
FORMS TO SUPPLEMENT PROJECT CLOSEOUT AND COMPLETION PROCEDURES

School Building Authority of West Virginia  
**PROJECT CLOSEOUT PROCEDURES CHECKLIST**  
**SBA FORM 178 500**

Below is a list of required documentation that shall be turned over to the owner upon final completion and prior to the release of final payment. Each Prime Contractor, the Architect and the Owner shall sign and date this form and forward it to the SBA office prior to the release of the final payment. The Project Team (Contractor = C, Architect = A, Owner = O) shall provide at Project Close-out the following documentation, but not limited to: by marking the corresponding box.

- | C                        | A                        | O                        |  |
|--------------------------|--------------------------|--------------------------|--|
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | Contractor's Affidavit of Payment of Debts and Claims (AIA G706)   |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | Contractor's Affidavit of Release of Liens (AIA G706A)   |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | Consent of Surety Company to Final Payment (AIA G707)  |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <u>Confirmation of Receiving Operation and Maintenance Manuals, Active Warranty Binder(s) and As-Built Drawings &amp; Specifications</u>   |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | Certificate of Insurance (Acord Form and AIA G715) Covering required/specified products and completed operation  |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | Certificate of Release from the Department of Tax and Revenue stating all appropriate taxes have been paid   |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | Verification from the Owner (County Superintendent) that all Owner training required by the contract documents has been conducted <del>(SBA 159)</del>   |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <u>Verification of Owner HVAC Training in coordination with WVDE Office of School Facilities (SBA 500-A)</u>   |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | Fire Marshall's Certificate of Occupancy   |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | Final Punch-List completed and signed by all parties (C, A, O)   |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | SBA Certificate of Project Completion — <del>For lump sum projects use "WVDE BP 13 A" and for multiple prime contract projects use "SBA 139."</del> Both of these forms are found in the SBA Guidelines and Procedures Handbook (Appendix J). These forms should be filled out and signed by the local board of education then forwarded to the contractor and the architect and engineer for signing <del>(SBA 500-A)</del> |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <del>Contractor Evaluation Form (SBA 124)</del>  |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <del>Architect/Engineer Evaluation form (SBA 138)</del>  |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <del>SBA Certificate of Occupancy (SBA 146)</del>  |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <del>Affidavit of Debt Paid (SBA 177)</del>  |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | Notification of 11 <sup>th</sup> month walkthrough date  |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | Electronic & Hard copy of diagrammatic floor plan of new or renovated schools. Provide the following items:  |
|                          |                          |                          | ___ One-line drawing of floor plans including only diagrammatic walls, exiting, doors and windows, existing school   |
|                          |                          |                          | ___ One-line drawing with all school access safety data (submit electronic file to Office of Homeland Security)  |
|                          |                          |                          | ___ One-line drawing including only walls, doors, windows, room number/names and color-coded HVAC zones with multi-zone equipment located in the HVAC zone   |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | Provide a Final TAB or Commissioning report  |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <del>Provide Final Commissioning Report when applicable</del>  |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <del>Prepare Quality Training Videos</del>   |

Contractor: _____	Date: _____
Architect: _____	Date: _____
Owner: _____	Date: _____

Revised 9/2015

School Building Authority of West Virginia  
**VERIFICATION OF HVAC TRAINING**  
(Required closeout document to be submitted by the County Board of Education)  
**SBA FORM 159 500-A**

Per the Contract Documents, the Contractor shall coordinate with the Owner a Complete HVAC System training session that includes devices "downstream" and other connected equipment.

**Project Name:** \_\_\_\_\_

**Architect/Engineer:** \_\_\_\_\_

**Responsible Contractor(s):** \_\_\_\_\_

**Date(s) of Training:** \_\_\_\_\_

HVAC training was provided by the responsible contractor for the above referenced project. This training was performed in accordance with the contract documents. All owner's manuals and operating instructions for the HVAC system(s) were provided to the owner for future use. The following individuals were present for the training:

<u>NAME</u>	<u>REPRESENTING</u>	<u>NAME</u>	<u>REPRESENTING</u>
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

The following have verified that the required HVAC training has been satisfactorily completed:

\_\_\_\_\_  
(Responsible Prime Contractor's signature)

\_\_\_\_\_  
(Date)

\_\_\_\_\_  
(Responsible Mechanical Subcontractor's signature)

\_\_\_\_\_  
(Date)

\_\_\_\_\_  
(Project Architect / Engineer's signature)

\_\_\_\_\_  
(Date)

\_\_\_\_\_  
(County Superintendent's signature)

\_\_\_\_\_  
(Date)

\_\_\_\_\_  
(WVDE HVAC Technician's signature)

\_\_\_\_\_  
(Date)

West Virginia Department Of Education & School Building Authority Of West Virginia  
**APPLICATION FOR PROJECT APPROVAL SQUARE FOOT COST  
 ANALYSIS REPORT**

**WVDE—P-1 SBA Form 500-B**

**NOTE: THIS FORM MAY BE SUBSTITUTED FOR A SIMILAR SBA-APPROVED DIGITAL  
 INSTRUMENT**

West Virginia Department of Education _____	School Building Authority of WV _____
1900 Kanawha Blvd., E., Bldg. #6, Room B215 _____	2300 Kanawha Blvd., East _____
Charleston, WV 25305 _____	Charleston, WV 25311 _____
County _____	Estimated Project Starting Date _____
School Name _____	Sq. Ft. Affected by this Project _____
Location _____	Grades Housed _____ Enrollment _____
<b>Project Description:</b>	
Site Acres _____ Useable Acres _____	Gross Building Area New Construction _____
Energy Efficiency Usage Index (BTU/Sq.Ft/Yr) _____	Sq.Ft. Affected by this Project _____
Water Source _____	Sewage Disposal Type _____

Line Item	Preliminary Estimate	Final Cost	Final Unit Cost (Per Sq. Ft.)
General Requirements (A/E, Legal, etc.)			
Site Acquisition			
Site Work (Geotech, Grading, Paving, etc.)			
Concrete (Ftg/Foundations, Slabs, etc.)			
Masonry			
Metals (Str. Stl., Jt., Deck)			
Carpentry			
Thermal & Moisture Protection			
Doors and Windows			
Finishes (Floors, Walls, Ceilings, Painting)			
Specialties (Chalkbd., Tbd., Locker, Toile Acc.)			
Equipment (Food Service, etc.)			
Furnishings (Seating, Casework, etc.)			
Special Construction			
Conveying Systems (Elevators, etc.)			
Mechanical (HVAC, Plumbing, etc.)			
Electrical			
Others (Describe)			
<b>Grand Total</b>			
Funding			
County Source			
SBA Needs	MIP		
Federal Source			
<b>GRAND TOTAL</b>			

Signature of Architect or Engineer  
 WVDE P-1 SBA 500-B

Signature of County Superintendent

School Building Authority of West Virginia  
CONTRACTOR'S QUALIFICATION STATEMENT  
SBA FORM 105

The undersigned certified under oath that the information provided herein is true and sufficiently complete so as not to be misleading. This document must be submitted by the apparent low bidder(s) within three (3) days after the bid opening and will be used in the bid evaluation process.

**SUBMITTED TO:** School Building Authority of West Virginia  
2300 Kanawha Boulevard, East  
Charleston, WV 25311

**SUBMITTED BY:** Firm Name: \_\_\_\_\_  
Address: \_\_\_\_\_  
Phone: \_\_\_\_\_  
Fax: \_\_\_\_\_  
Email: \_\_\_\_\_  
Principal Office Location: \_\_\_\_\_  
Valid WV Contractor License Number \_\_\_\_\_

**QUALIFICATION STATEMENT SUBMITTED FOR  
(INSERT PROJECT NAME):**

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**TYPE OF WORK:**

Site Preparation _____	General Construction _____
Roofing _____	Plumbing _____
HVAC _____	Sprinkler _____
Electrical _____	Other _____

(File separate form for each classification of work)

**ORGANIZATION:**

Please provide the following information concerning your organization:

**TYPE OF ENTITY:**

Corporation _____	Individual _____
Partnership _____	Other _____

Revised 9/2015



**NAME OF PRINCIPAL, OWNERS OR PARTNERS:**

Name	Position	Years of Service with Organization
------	----------	---------------------------------------


Number of years this organization has been in business? \_\_\_\_\_

Have members of this organization operated under former names/businesses? If "yes," list name, type of entity and names of principal, owners or partners. Yes \_\_\_ No \_\_\_


Provide a brief description of the general type of construction the firm performs.


Please indicate the work you intend to subcontract or perform for this project.

	Perform	Subcontract		Perform	Subcontract
Earthwork	_____	_____	Plumbing	_____	_____
Concrete	_____	_____	HVAC	_____	_____
Masonry	_____	_____	Electrical	_____	_____
Structural	_____	_____	Other	_____	_____
Roofing	_____	_____	Other	_____	_____
Sprinkler	_____	_____		_____	_____

Please provide information regarding your company's participation in a drug program that meets the objectives, applicable laws and regulations for a drug free workplace including the use of tobacco and alcohol on school properties.


Revised 9/2015

Please provide information regarding the experience and skill of the bidder's work force and that of the bidder's designated subcontractors. Attach additional information, if required. (Marked as Attachment \_\_\_)



**EXPERIENCE:**

If you have completed school construction work or similar construction, or completed work on SBA projects, provide a list of projects with individual references that can verify the quality of your work, your ability to construct within budget and your ability to work within the proposed schedule. Attach additional information, if required. (Marked as Attachment \_\_.)

Project _____	Reference _____

Please list (marked as Attachment \_\_) all major construction projects (schools or other projects) your organization has in progress providing the name of project, owner, architect, contract amount, bonding company, insurance carrier, percentage complete and scheduled completion date.

Please list (marked as Attachment \_\_) major projects (schools or other projects) your organization has completed in the past five years, giving the name of project, owner, architect, contract amount, bonding company, date of completion and percentage of the cost of the work performed with your own forces. Note whether or not each project was completed on schedule.

**APPRENTICESHIP PROGRAM:**

Please provide information regarding your company's and subcontractor's participation in a bonafide apprenticeship program that is approved by the U.S. Department of Labor, U.S. Bureau of Apprenticeship Training and is administered in compliance with the rules and regulations of the WV Department of Labor. [See DOL 42-7-3.1(i)] (Marked as Attachment \_\_)

Revised 9/2015

**REGULATORY COMPLIANCE:**

At any time during the past five years, has your firm, or any of its owners or officers been found in violation or in default in any of the following categories: (Attach detailed explanation for all Yes answers.)

Worker's Compensation Laws \_\_\_\_\_ Yes \_\_\_\_\_ No \_\_\_\_\_  
Unemployment Compensation Laws \_\_\_\_\_ Yes \_\_\_\_\_ No \_\_\_\_\_  
Federal and State Prevailing Wage Laws \_\_\_\_\_ Yes \_\_\_\_\_ No \_\_\_\_\_  
Fair Labor Standards Act \_\_\_\_\_ Yes \_\_\_\_\_ No \_\_\_\_\_  
Compliance with fringe benefit contributions \_\_\_\_\_ Yes \_\_\_\_\_ No \_\_\_\_\_  
—(i.e., health insurance and pension benefits)  
Immigration Reform and Control Act (IRCA) \_\_\_\_\_ Yes \_\_\_\_\_ No \_\_\_\_\_

**INSURANCE AND BONDS:**

Please list name of current insurance carrier and number of projects insured by carrier:

Insurance Carrier \_\_\_\_\_ Number of Projects \_\_\_\_\_

\_\_\_\_\_  
(Marked as Attachment \_\_, if required)

Please list name of bonding company(s)/agent(s) utilized for projects constructed during the last five years:

Bonding Company \_\_\_\_\_ Bonding Company/Agent \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**CLAIMS AND SUITS:** (Attach detailed explanation for all Yes answers)

Has your organization ever failed to complete any \_\_\_\_\_ Yes \_\_\_\_\_ No \_\_\_\_\_  
Construction work it has been awarded?

Within the last five years, has any officer or principal \_\_\_\_\_ Yes \_\_\_\_\_ No \_\_\_\_\_  
of your organization ever been an officer or principal  
of another organization when it failed to complete a  
construction contract? (If the answer is yes, please  
describe in full)

Revised 9/2015

Has there been in the last ten (10) years, or is there \_\_\_\_\_ Yes \_\_\_\_\_ No \_\_\_\_\_  
now pending or threatened, any litigation, arbitration,  
investigation, or governmental or regulatory proceeding  
involving claims in excess of \$100,000 or requesting a

declaratory judgment or injunctive relief with respect to the construction or operation of any building which your firm, its principals, predecessors or affiliates constructed?

Is there any potential claim, demand, litigation \_\_\_\_\_ Yes \_\_\_\_\_ No \_\_\_\_\_ arbitration, investigation, governmental proceeding or regulatory proceeding involving your firm, or its principals, predecessors or affiliates? If the answer to either of the preceding questions is "yes," please describe in full in an attachment.

In addition to the litigation, arbitration, investigation \_\_\_\_\_ Yes \_\_\_\_\_ No \_\_\_\_\_ or governmental or regulatory proceeding referred to in the preceding paragraphs, is there any litigation, arbitration, investigation or governmental or regulatory proceeding now pending or threatened to which your firm is or may be a party, or are you aware of any potential claim or demand, which might otherwise affect the capacity of your firm to perform with respect to your involvement with the School Building Authority of West Virginia, whether or not it concerns other work which you have undertaken? If so, please describe in full.

Is your company currently in default on any departments Yes \_\_\_\_\_ No \_\_\_\_\_ to the state or political subdivisions that in aggregate exceeds \$1,000? See WV Code 5A-3-10a.

At any time during the past five (5) years has \_\_\_\_\_ Yes \_\_\_\_\_ No \_\_\_\_\_ your firm, or any of its owners or officers, been debarred or otherwise deemed ineligible to bid on or be awarded a public works contract or perform work as a subcontractor on a public works contract, under the laws of the federal government, state, county or municipal authority?

At any time during the last five (5) years has your \_\_\_\_\_ Yes \_\_\_\_\_ No \_\_\_\_\_ firm, or any of its owners or officers, been convicted of a crime relating to the awarding of a contract for a public works construction project, or the bidding or performance of a public works project?

Is there any person owing ten (10) percent or \_\_\_\_\_ Yes \_\_\_\_\_ No \_\_\_\_\_ more of this company, or officer of the company, that is currently, or at the time of the bid, on the Worker's Compensation Employer Violator System? If yes, provide name of individual. \_\_\_\_\_

**BANKRUPTCY:**

Has your firm, its principals, predecessors, or affiliates been the subject of any proceeding under the federal bankruptcy laws or any other proceeding under state or federal law in which a court or government agency has assumed jurisdiction over any of the assets or business of your firm, its principals, predecessors or affiliates? If so, please identify the proceedings, the court or governmental body and the date such jurisdiction was assumed in an attachment. Yes \_\_\_\_\_ No \_\_\_\_\_

**FINANCIAL CONDITION:**

***\*Financial Statements are required for every contractor and subcontractor working on an SBA funded project. This confidential statement is kept on file in the SBA office and is valid for one calendar year. Once expired, a new statement will be required as a condition of future bid awards. The Contractor Qualification Statement is considered incomplete unless this financial information is provided.***

Please attach your organization's last two (2) years financial statements including your latest balance sheet and income statement showing the following:

Current Assets (e.g., cash, joint venture accounts, accounts receivable, accrued income, deposits, materials inventory and prepaid expenses);  
Net Fixed Assets;

Other Assets;

Current Liabilities (e.g., accounts payable, notes payable, accrued expenses, provision for income taxes, advances, accrued salaries and accrued payroll taxes);

Other Liabilities (e.g., capital, capital stock, authorized and outstanding shares par values, earned surplus and retained earnings);

Name and address of firms attached financial statement and date thereof.

Revised 9/2015

**CHANGE ORDER HISTORY:**

Describe each instance within the last five (5) years where change orders applied for during construction amounted in the aggregate to more than five percent (5%) of the

(Revised 6/09)

contract price for any building which your firm constructed, or in which actual construction costs exceeded the contract price by more than five percent (5%). (Exclude owner requested change orders).

(Marked as Attachment \_\_\_\_\_, if required)

Project _____	Change Order/Construction Cost Overrun Amounts
_____	_____
_____	_____
_____	_____
_____	_____



**REFERENCES:**

Please list below trade references:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Please list below bank references:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Please list below completed project owner references:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Revised 9/2015

**SIGNATURE AND NOTARY:**

Dates at \_\_\_\_\_ this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_.

Name of Organization: \_\_\_\_\_  
\_\_\_\_\_

By: \_\_\_\_\_  
\_\_\_\_\_

Title: \_\_\_\_\_  
\_\_\_\_\_

State of \_\_\_\_\_, County of \_\_\_\_\_

Subscribed and sworn before me this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_.

Notary Public: \_\_\_\_\_  
\_\_\_\_\_

My Commission Expires: \_\_\_\_\_  
\_\_\_\_\_

Notary Seal

SBA 105

Revised 9/2015

School Building Authority of West Virginia  
**CONTRACTOR EVALUATION FORM**  
**SBA FORM 124**

(Submit for Each Prime Contractor)

PROJECT: \_\_\_\_\_ DATE: \_\_\_\_\_

CONTRACTOR: \_\_\_\_\_ PERFORMING: \_\_\_\_\_

ITEM	EVALUATION CRITERIA	EVALUATION SCORE
1	Contractor communications with the A/E in accordance with the contract documents	
2	Quality and timeliness of the submittals acceptable	
3	Contractor timely submission, follow, and update a construction schedule in accordance with the contract requirements	
4	Material deliveries in accordance with the contractor's schedule	
5	Contractor compliance with the master project schedule	
6	Contractor adequate staffing of the project	
7	Contractor representation at pay/progress meetings by a person with decision-making authority	
8	Contractor submission of certified payrolls as required by the construction documents	
9	Materials and workmanship in compliance with the contract documents	
10	Contractors coordination and cooperation with regards to disruption of facility operations with the user (where applicable)	
11	Delays to the project caused by the contractor	
12	Contractors willingness to actively resolve problems	
13	Contractor ability to coordinate and cooperate with other contractors and suppliers	
14	Supervision of the work in accordance with the contract documents	
15	Contractor provision of timely and complete closeout documentation	

WERE THE FOLLOWING ITEMS SUBMITTED AND/OR COMPLETED BY THE DATE INDICATED ON THE SUBSTANTIAL COMPLETION FORM?

16	Accurate and complete record documents (as-builts)	
17	Punch list items	
18	Certificate of operating and training instruction	
19	Complete O&M Manuals	
20	Testing & balancing reports	

**EVALUATION SCORING:**

Rate the contractors performance based on the following scale:

5 = Excellent; 4 = Good; 3 = Satisfactory; 2 = Less than Satisfactory; 1 = Unacceptable; N/A = Not Applicable

Comments are required if any score is less than 3

SBA REPRESENTATIVE: \_\_\_\_\_ DATE: \_\_\_\_\_

~~This form may be submitted electronically. Attach a completed form to an e-mail addressed to the specific SBA Project Manager for the affected project. All SBA e-mail addresses are available on our website: [www.wvs.state.wv.us/wvsba](http://www.wvs.state.wv.us/wvsba).~~

[illegible]

312

School Building Authority of West Virginia  
CERTIFICATE OF CONTRACT COMPLETION FOR  
MULTIPLE PRIME PROJECT  
SBA FORM 139

Upon completion of each prime contractor's contract the agency receiving SBA funding shall be responsible for submitting this completed original form to the SBA, with each prime contractor's final request for payment. To the best of our knowledge, all required project close out procedures have been followed and all project close out documents have been submitted to initiate the release of final payment to this contractor.

ARCHITECTURAL FIRM NAME: \_\_\_\_\_

PROJECT ARCHITECT: \_\_\_\_\_ DATE: \_\_\_\_\_

PROJECT CONSTRUCTION COST:

LOCAL: \_\_\_\_\_  
SBA: \_\_\_\_\_  
OTHER: \_\_\_\_\_

PROJECT CONSTRUCTION COST TOTAL: \_\_\_\_\_

PRIME CONTRACT COST TOTAL: \_\_\_\_\_

PRIME CONTRACTOR NAME: \_\_\_\_\_

PRESIDENT/CEO: \_\_\_\_\_

SUBSTANTIAL COMPLETION DATE: \_\_\_\_\_

FINAL COMPLETION DATE: \_\_\_\_\_

COUNTY/AGENCY: \_\_\_\_\_

COUNTY/AGENCY PROJECT ADMINISTRATOR: \_\_\_\_\_ DATE: \_\_\_\_\_

PROJECT SCHOOL NAME: \_\_\_\_\_

Inspected this date by a representative of the School Building Authority. SBA funded projects must have a final inspection by a SBA representative.

Signature \_\_\_\_\_ Date \_\_\_\_\_

SBA 139 Revised 9/2015

School Building Authority of West Virginia  
MAINTENANCE & CUSTODIAL CARE SITE VISIT REPORT  
**SBA FORM 143**

School: \_\_\_\_\_ County: \_\_\_\_\_  
SBA Representative: \_\_\_\_\_ WVDE Evaluation Date: \_\_\_\_\_  
Inspection Reviewed with: \_\_\_\_\_ Title: \_\_\_\_\_ Date: \_\_\_\_\_

**A. Problems cited by the West Virginia Department of Education (WVDE):**

1. \_\_\_\_\_  
\_\_\_\_\_
2. \_\_\_\_\_  
\_\_\_\_\_
3. \_\_\_\_\_  
\_\_\_\_\_

**B. Corrections made since the WVDE Site Visit:**

1. \_\_\_\_\_  
\_\_\_\_\_
2. \_\_\_\_\_  
\_\_\_\_\_
3. \_\_\_\_\_  
\_\_\_\_\_

**C. Problems cited during the SBA visit:**

1. \_\_\_\_\_  
\_\_\_\_\_
2. \_\_\_\_\_  
\_\_\_\_\_

**D. Conclusions of the SBA Evaluation Visit**

- ☐ 1. The County has sufficiently addressed the problems and no additional improvements are required to assure good maintenance and custodial care of the facility.
- ☐ 2. The Plan of Improvement shown on this form has been jointly developed by the SBA representative and the County Superintendent or his/her designee to correct the deficiencies indicated at this facility.

Signature of this form indicates that: (1) The LEA is in agreement that the needed improvements have been made and no further action is necessary or, (2) The county is committed to implementing the jointly developed improvement plan to adequately provide the maintenance and custodial care of this school funded or partially funded with state funds from the School Building Authority (SBA) and (3) The LEA understands that improvements must occur within one year of the SBA site visit date above. Failure to comply will result in a recommendation to the State Board of Education and the West Virginia State Legislature to protect the investment of the State of West Virginia by withholding funds from the county's state aid formula to be used by the SBA to contract for such improvements.

_____ SBA Representative (Date)	_____ Superintendent of Schools (Date)
_____	_____ Board of Education President (Date)



## SCHOOL FACILITY IMPROVEMENT PLAN

### E. Plan of Improvement

Problem	Action to be Implemented	SBA F/U
1. _____ _____ _____ _____	_____ _____ _____ _____	_____ _____ _____ _____
2. _____ _____ _____ _____	_____ _____ _____ _____	_____ _____ _____ _____
3. _____ _____ _____ _____	_____ _____ _____ _____	_____ _____ _____ _____
4. _____ _____ _____ _____	_____ _____ _____ _____	_____ _____ _____ _____
5. _____ _____ _____ _____	_____ _____ _____ _____	_____ _____ _____ _____
6. _____ _____ _____ _____	_____ _____ _____ _____	_____ _____ _____ _____

**The SBA Representative has reviewed:**

- ☐ 1. The previous year's county maintenance records for this facility.
  - ☐ 2. The previous year's Requests for Maintenance made by the School Administration.
  - ☐ 3. Any additions, modifications or repairs made to the facility.
  - ☐ 4. Custodial or Related Staff Performance Policies.
  - ☐ 5. The appropriateness of custodial and maintenance staff for this facility.
- Custodial FT\_\_ PT\_\_ FTE\_\_ Maintenance FT\_\_ PT\_\_ FTE\_\_

**Notes:**

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School Building Authority of West Virginia  
OCCUPANCY REPORT  
SBA FORM 146

PROJECT NAME: \_\_\_\_\_

Dear \_\_\_\_\_:

On \_\_\_\_\_ (date), a SBA representative conducted an on-site review of the above referenced project for the purpose of determining the suitability of the facility for occupancy by students and staff. Based on our observations, the SBA hereby releases the building for occupancy effective \_\_\_\_\_.

This SBA release to occupy the facility does not relieve the building owner, members of the design and construction team or any contractors from their responsibilities within the contract documents or SBA grant contract requirements regarding final completion of all work. Prior to occupying the facility, an Occupancy Permit must also be attained from the State Fire Marshal's Office.

\_\_\_\_\_  
Sincerely,

\_\_\_\_\_  
SBA Representative

SBA 146

School Building Authority of West Virginia  
HIGH SCHOOL ATTENDANCE AREA FACILITIES SUMMARY  
\_\_\_\_\_  
HIGH SCHOOL ATTENDANCE AREA  
PROPOSED BUILDING USE AND CAPITAL IMPROVEMENTS  
SBA FORM 148

[illegible]

Date: \_\_\_\_\_

TOTAL ESTIMATED EXPENDITURE \$ \_\_\_\_\_

IN THIS ATTENDANCE AREA \_\_\_\_\_

~~Report Date~~School Name \_\_\_\_\_

Revised 9/2015

# STAZIE POLICIA

School Building Authority of West Virginia  
BID CERTIFICATION FORM  
**SBA FORM 157**

\_\_\_\_ I, hereby certify that the bid requirement found in Article 22, Section 5-22-1 of the West Virginia State Code have or will be met should I be awarded the construction contract for the project referenced below. I further certify that all requirements found in the School Building Authority, Supplemental General Conditions applicable to this project and bound within the bidding documents for this project will be complied with prior to the execution of the construction contract. I understand that if the SBA requirements exceed those of West Virginia Code, the more stringent requirements will apply to this project.

Project Name: \_\_\_\_\_ Date: \_\_\_\_\_

Name of Contractor's Company: \_\_\_\_\_

Signature of Responsible Contractor: \_\_\_\_\_

Notary's Signature: \_\_\_\_\_

\_\_\_\_ Notary Seal

School Building Authority Of West Virginia  
TECHNOLOGY INFRASTRUCTURE REVIEW  
SBA FORM 158

Standard	Met	Not Met	Rational for Improvement	Cost to Meet Standard
<b>General Network/Communications</b>				
1. Cabling complies with all applicable IEEE, EIA/TIA Standards				\$
2. Cabling complies with applicable state and local fire and building codes				\$
3. Cabling documents on hand includes schematics, cable lengths, equipment locations and certifications				\$
4. Cable trays, wire guides and supports provided and properly installed				\$
5. Cabling enclosed and protected where accessible				\$
6. Cabling is uniform and clearly labeled at distribution frames, electronics and work stations				\$
7. Adequate electrical circuits with isolated ground provided for all electronic equipment				\$
8. All exterior, non fiber cable includes shielding and lightening arresters at building penetrations				\$
<b>Network Subtotal</b>				\$
<b>Distance Learning</b> Is distance learning utilized in this facility? 9. Yes  10. If no, equipment needed and cost				\$
<b>Distance Learning Subtotal</b>				\$
<b>GRAND TOTAL ALL TECHNOLOGY</b>				\$

(Use back of Form or Additional Sheets, if necessary)



School Building Authority of West Virginia  
Comprehensive Educational Facilities Plan  
PROGRESS REPORT #1  
SBA FORM 163

Please complete the following questions. *Additional sheets may be needed.*

1. \_\_\_\_\_ Briefly describe the sub-committees of the planning committee appointed to develop the CEFP and describe their responsibilities.
  
  
  
  
  
  
  
  
  
  
2. \_\_\_\_\_ List the chairperson and members, both professional and citizen of the planning committee and each sub-committee. Please include addresses and phone numbers.
  
  
  
  
  
  
  
  
  
  
3. \_\_\_\_\_ Indicate preliminary goals and objectives developed by the committees and presented to the county board of education for review. *(See State Board Policy 6200, Chapter 1, Section 100.01)*

Superintendent	Submitted by
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SBA 163  
Revised 9/2015

School Building Authority of West Virginia  
MAXIMUM CLASS SIZES  
SBA FORM 167

Classroom Type	EL	MS	HS
Kindergarten and Pre Kindergarten	20	-	-
General Instruction Areas	25	25	25
Corrective or Remedial Education	15	15	15
Art Rooms (Optional/EL)	25	25	25
Driver Education Facilities	-	-	25
Consumer/Homemaking Classroom (Optional)	-	25	25
Consumer/Homemaking Lab	-	25	25
Foreign Language Facilities	-	25	25
Foreign Language Lab (Optional)	-	25	25
Technology Education	-	20	-
Technology Education Lab/Classroom	-	25	-
Music Facilities (Optional/EL)	25	25	40
Ensemble Room (Optional)	-	-	12
Physical Education	25	70	70
Science Facilities	-	25	25
Micro-Computer Lab (Optional)	25	20	20
Electronic Technology Lab (Optional)	-	75	-
Auditorium (33% of total student body - min. 250)	-	-	-
<b>Behavior Disorders</b>	8	8	8
<b>Communication Disorders (Self Contained)</b>	12	12	12
<b>Deaf/Blind (Self Contained)</b>	3	3	3
<b>Mildly Mentally Impaired (Self Contained)</b>	12	12	12
<b>Moderately Mentally Impaired (Self Contained)</b>	12	12	12
<b>Autism</b>	10	10	10
<b>Severely/Profoundly Mentally Impaired (Self Contained)</b>	9	9	9
<b>Deaf and Hard of Hearing</b>	10	10	10
<b>Blind and Partially Sighted</b>	10	10	10
<b>Specific Learning Disabilities (Self Contained)</b>	12	12	12
<b>Pre-School Handicapped (Self Contained)</b>	10	-	-
<b>Gifted Education (Self Contained)</b>	15	15	15
<b>Resource Services (Regular Program Support)</b>	15	15	15
Agricultural Education	-	-	25
Agricultural Mechanics Lab	-	-	20
Marketing Education	-	-	25
Diversified Cooperative Training	-	-	25
Vocational Health Occupations	-	-	25

<b>Classroom Type</b>	<b>EL</b>	<b>MS</b>	<b>HS</b>
Family and Consumer Science (FACS)	-	-	20
Food Management, Production & Services (Occup)	-	-	20
Child Care Specialist (Occup)	-	-	20
Vocational/Industrial & Technical Classrooms	-	-	20
Industrial and Technical Lab	-	-	20
Business Education Classroom	-	-	20-25
Computer/Keyboarding Lab	-	-	30-25
Office Technology	-	-	20
Tech Ed. Production Lab	-	20	20
Tech Ed. Systems Lab	-	-	20

Bold type spaces are instructional areas for students with exceptionalities. Most students with exceptionalities are served in general education classrooms designed to accommodate students with exceptionalities. Maximum class sizes are shown to provide design data where self-contained rooms are provided. Exceptions to these class sizes may occur with approval of the State Department of Education. See also Chapter 7 of the "Handbook on Planning School Facilities" (State Board of Education Policy 6200) for Level I, II and III services where applicable.

SBA 167  
Revised 9/2015

SBA-171

DESIGN BUILD SERVICES

DRAFT

INVITATION FOR QUALIFICATIONS (IFQ)

\_\_\_\_\_, 20\_\_

Design-Build Services  
For

\_\_\_\_\_

A proposal in response to this IFQ must be submitted to the \_\_\_\_\_ no later than \_\_\_\_\_ on \_\_\_\_\_, 20\_\_. It must be plainly marked:

Proposal for IFQ Design-Build Services for

\_\_\_\_\_

The responsibility for submitting a response to this IFQ at the \_\_\_\_\_ County Board of Education office located at \_\_\_\_\_ on or before the stipulated time and date will be solely and strictly the responsibility of the proposer. The \_\_\_\_\_ Board of Education will in no way be responsible for delays caused by the United States Postal Service or caused by any other occurrence. Any proposals received after the stipulated time and date will not be accepted, nor opened, and will be returned. A bid bond equivalent to 5% of the construction cost must be provided with the cost proposal. Specific project information can be obtained by contacting \_\_\_\_\_ at \_\_\_\_\_ . Questions concerning the specifics of the project(s) should be directed to \_\_\_\_\_ at \_\_\_\_\_ .

\_\_\_\_\_  
\_\_\_\_\_  
**COUNTY BOARD OF EDUCATION**

**Office of** \_\_\_\_\_  
\_\_\_\_\_

**INVITATION FOR QUALIFICATIONS**

**Design-Build Services**  
**For**  
\_\_\_\_\_  
\_\_\_\_\_  
**(School)**

\_\_\_\_\_  
\_\_\_\_\_  
**(Date)**

**TABLE OF CONTENTS**

<b>Section</b>	<b>Title</b>
<b>1</b>	<b>Invitation for Qualifications</b>
<b>2</b>	<b>Project Description</b>
<b>3</b>	<b>Instructions to Submitting Firms/Teams</b>
<b>4</b>	<b>Qualification Process</b>
<b>5</b>	<b>Selection Process</b>

## SECTION 1— INVITATION FOR QUALIFICATIONS (IFQ)

Pursuant to West Virginia Code 5-22A-1 and Legislative Rules 148 CSR 11 the \_\_\_\_\_ County Board of Education intends to contract with a Design-Build firm/team to provide professional services for:

\_\_\_\_\_

Selection of the Design-Build shall conform to the State of West Virginia's Consultants Competitive Negotiations Act and shall satisfy qualification requirements as defined by West Virginia Code 5-22A-1 and et. seq. and Title 148, Legislative Rules for selecting Design-Builders under the Design-Build Procurement Act. \_\_\_\_\_ County Board of Education reserves the right to reject any or all IFQ proposals if it is determined to be in the best interest of the county board of education.

The successful Design-Build will be expected to enter into a single point of responsibility agreement with \_\_\_\_\_ County Board of Education to provide complete professional architectural and engineering design services, permitting and construction services including all labor and materials for the completion of the project.

Firms/teams interested in providing design/build services to \_\_\_\_\_ County are hereby notified that Proposals for providing the requested services in response to this IFQ will be accepted until \_\_\_\_\_ and must be received by mail or delivered in hand to the following location. Proposals received after this deadline will be disqualified.

\_\_\_\_\_

\_\_\_\_\_ County Board of Education

\_\_\_\_\_

\_\_\_\_\_

The proposal is limited to 25 pages (excluding the required SBA forms) and shall be presented in a binder format, tabbed according to the Evaluation Criteria. Proposals will not be reviewed until expiration of the time established for making proposals as set forth in the IFQ. One (1) original and ten (10) copies of the proposal shall be submitted which are clearly labeled with the project name and the name of the submitting firm/team.

The format of the proposal shall be in strict conformance with the stipulated criteria in Instructions to Submitting Firms/Teams (Section 3) and the Selection Process (Section 4).

A Selection Team will review the proposals and evaluate the qualifications of each Design-Build firm/team. Interviews will be scheduled and the selection committee will evaluate and score each firm/team based on the proposal information and the interview. A minimum of three-five firms/teams will be selected to submit a Request for Proposal to complete the design and construction of the project based on Performance Criteria provided by the Owner.



## **SECTION 2 — PROJECT DESCRIPTION**

### **A. — Scope of Work**

In general, the work consists of the following: (insert project description and timeline)

### **B. — Budget**

The budget for the Design Build project will be based on the pre design/construction cost and the design/construction cost together with all other soft costs associated with the project. A preliminary budget has been established by the owner and the SBA for performance criteria development purposes. However, the final budget will be established based on the acceptance of the Design Build team's proposal together with the pre design/construction cost. The final budget will be subject to the approval of the owner and SBA.

### **C. — Owners Anticipated Pre Construction Schedule**

1. Advertisement/IFQ \_\_\_\_\_
2. Design Build Qualifications Due \_\_\_\_\_
3. Oral Presentations by Firms/Teams \_\_\_\_\_
4. Evaluation of IFQ \_\_\_\_\_
5. Recommendation of Selected Short List \_\_\_\_\_  
Firms/Teams \_\_\_\_\_
6. Notification of Short List Firms/Teams \_\_\_\_\_
7. Invitation for Proposals Mailed \_\_\_\_\_
8. Response to IFP Due \_\_\_\_\_
9. Award of Design Build Contract \_\_\_\_\_
10. Anticipated Substantial Completion \_\_\_\_\_

## **SECTION 3 — INSTRUCTIONS TO SUBMITTING FIRMS/TEAMS**

### **A. — General**

This Invitation for Qualifications (IFQ) is the first in a two stage selection process in Design Build services. The selection process will be conducted as follows:

Stage 1: \_\_\_\_\_ The responses to this IFQ will be reviewed by a Selection Team in accordance with the process and evaluation criteria contained in Section 4. The Selection Team reviews the proposals and schedules interviews with firms/teams to discuss the IFQ submission information. The Selection Team will then score each firm/team submission based on the IFQ and interview. The Selection Team then will short list no fewer than three firms but no greater than five firms to continue on to Stage 2 of the selection process.

Stage 2: \_\_\_\_\_ Each of the three to five firms/teams short listed will be given the Request for Proposals (RFP) including the project performance criteria, educational specifications and the submission schedule for the RFP.

### **B. — Mandatory Pre Presentation Meeting**

The short listed firms/teams will be required to attend a Mandatory Pre Presentation Meeting. The meeting will be scheduled by \_\_\_\_\_ County Board of Education a minimum of five (5) days prior to

the presentation date. The time and date of the meeting will be announced a minimum of 48 hours in advance. The short listed firms/teams are required to visit the project site prior to the Mandatory Pre-Presentation Meeting.

**C. Questions**

Questions regarding the completion and submission of the proposal should be directed to \_\_\_\_\_. Any communication, written or verbal, with other county or SBA representatives may be grounds for disqualification. Technical questions by the short listed firms/teams regarding the Design Criteria Package or the presentation must be received in writing via facsimile and directed to the attention of \_\_\_\_\_. The deadline for technical questions is \_\_\_\_\_ (time) on \_\_\_\_\_ (date). A written response will be provided to all questions received no later than \_\_\_\_\_ (date). Responses will be in writing to all short listed firms/teams.

**D. Expenses Incurred in Preparing Responses**

\_\_\_\_\_ County accepts no responsibility for any expenses incurred by those firms/teams offering their services to the Board either in the preparation of a response to this IFQ or subsequent presentation. All expenses shall be borne by the offering firms/teams exclusively.

**E. Design Build Qualifications**

Firms/teams submitting a response to this IFQ must qualify under the Design Build Board of West Virginia. Corporations must be a registered vendor in the State of West Virginia prior to submission of their proposal. Joint ventures, if selected, will be expected to sign a form of contract making each venture jointly and severally liable for its actions and its co-venture's actions under this contract, or alternatively to provide a copy of an executed, formal joint venture agreement that so binds each to the other. All contractors and subcontractors must have a contractor license in the State of West Virginia. Standard AIA Documents will be used for this project unless otherwise waived by the SBA. In addition, the bidder(s) must provide pertinent financial information within the IFQ response including the SBA Qualification Statement.

**F. Bonding and Insurance Requirements**

The Design Builder ultimately selected will be required to obtain a Performance Bond and a Labor and Materials Payment Bond. Errors and Omissions Professional Liabilities Insurance will be required for the Design Professional(s). If selected, insurance in the form of General Liability, Automobile, Worker's Compensation and Employees Liability will be required of the construction contracting entity with minimum coverage's defined below:

**Insurance Description and Minimum Required Coverage**

1. ~~Worker's Compensation/Employers' Liability~~  
~~Statutory State of West Virginia Compensation through State Fund.~~  
~~Employer's Liability Limits Required:~~  
~~\$500,000 each employee~~  
~~\$500,000 each accident~~  
~~\$500,000 aggregate~~  
~~Coverage must include legal liability brought under West Virginia Code Annot. (1978) Section 23-4-2.~~
2. ~~Contractor's Public Liability Insurance Limits Required:~~  
~~\$2,000,000 General Aggregate~~  
~~\$1,000,000 Products Complete Operations Aggregate~~

\_\_\_\_\_ \$1,000,000 Personal & Advertising Injury Limit  
\_\_\_\_\_ \$1,000,000 Each Occurrence Limit

\_\_\_\_\_ Commercial General Liability must include:

Explosion, Collapse and Underground Property Damage. Coverage required, if contractor's operations warrant such coverage. Also, if blasting operations, separate blasting coverage is required.

3. \_\_\_\_\_ Automobile Liability Insurance  
\_\_\_\_\_ Limits Required:  
\_\_\_\_\_ \$1,000,000 Per Accident  
\_\_\_\_\_ Provide "Any Auto" Coverage

4. \_\_\_\_\_ Excess Liability Insurance  
\_\_\_\_\_ Limits Required:  
\_\_\_\_\_ \$2,000,000 Combined Single Limit Occurrence  
\_\_\_\_\_ \$2,000,000 Aggregate

5. \_\_\_\_\_ Builders Risk and Property Insurance  
\_\_\_\_\_ 100% Completed Value Form  
\_\_\_\_\_ Coverage Format:  
\_\_\_\_\_ All Risk including theft

Coverage shall include transit and off site storage/secondary location limit amount that exceeds any shipment or off site storage material value before payments to contractor for off site stored materials are approved. Proof of coverage limits exceeding accumulated value of materials stored is required. \_\_\_\_\_

Names Insured shall be Owner, Contractor and all Subcontractors ATIMA.

Deductibles shall be stated in the Certificate of Insurance. Payment of deductible shall be the responsibility of the contractor.

If a renovation to an existing building, the Owner will provide coverage while under Construction by adding the contractor and all subcontractors, ATIMA to the permanent property policy.

## **SECTION 4 — QUALIFICATION PROCESS**

### **Selection Team**

The Proposals received in response to this IFQ will be evaluated and ranked by a Selection Team. This process will also include an oral presentation by qualified Design-Build firms/teams. Once the interviews are completed, the Selection Team will rank each Design-Build firm/team using the rating system established within the IFQ. The Selection Team will select (short list) no fewer than three (3) but not greater than five (five) firms/teams to be invited to submit response to a Request for Proposal (RFP). The members of the Selection Team are:

Name _____	Affiliation and Title _____
_____	_____
_____	_____

### ~~Evaluation Criteria~~

~~A. Proposal Letter~~

**~~B. Project Understanding~~**

### ~~C. Team Organization and Personnel Resumes~~

~~**D. Architect Team Member Project Experience**~~

332

appropriate information describing the scope and nature of the projects. Identify the lead personnel on each project, their respective responsibilities and if they are proposed for this project. Comment on the commitment to involve lead design personnel assigned to the project through the design and construction phase. For each of the projects listed, identify the client's name and contact person, address, phone numbers, dates of services performed and references. Submit current Standard Forms 254 and 255. Submit current West Virginia Architectural License for the firm.

**E. Contractor Team Member Project Experience**

Submit the construction experience of the West Virginia Licensed General Contractor entity, documenting evidence of the successful construction of recent school construction. Provide information regarding experience on SBA projects. Identify projects of comparable size, complexity and cost of this project, defining specific services provided (General Contracting or Design Build). Comment on project schedules and budgets and the adherence to those items. Identify the lead personnel on each project, their respective responsibilities and if they are proposed for this project. For each of the projects listed, identify the client's name and contact person, address, phone numbers, dates of services performed and references. Also, provide the name and telephone number of the architectural firm and project architect responsible for the projects. Submit an SBA Contractor's Qualification Statement and a copy of your current West Virginia General Contractor License

**F. Proximity to Project/Availability**

Provide the business address of the prime or lead firm's office from which any part of the work will be administered and the distance of the office (in hours) from the project site. (Do not list a job site trailer address). If submitting a joint venture, list the address of both firms and the distance (in hours) from the site of the managing office from where work will be administered. Provide the distance (in hours) between the business address of the construction entity and the office of the design entity performing the design work.

**G. Project Approach**

Comment on your approach toward accomplishing the design and construction phases necessary to achieve Substantial Completion in a timely manner. Describe the management approach and communication procedures you will employ throughout the design and construction of the project. Describe your reporting procedures, frequency and process for obtaining design/program input from the county board and SBA. Describe your plan to establish and maintain clear lines of communication with the county project manager and the SBA staff. Provide examples of Management Information Reporting Systems, Quality Control, Partnering, etc. Describe and provide examples of how you propose to resolve conflicts and negotiate changes. Additionally, describe how safety and drug testing will be addressed during the project.

**H. Schedule/Cost Control**

Describe your cost and scheduling methodology and the project management method you will use for effectively managing and executing the work on time and within budget. Include a disclosure of the present work load for your design and construction team. Provide information about operational timelines for accomplishing work requested by this proposal and samples of schedules and cost estimate formats. Provide a comparative chart showing your recent schedule and cost control successes on similar educational projects. Provide examples of how you propose

to control quality and your quality assurance programs. Also, include your Value Engineering, Life Cycle Cost Analysis, Constructability Review strategies.

**I. ~~Local Labor Participation~~**

Projects receiving SBA or other state funding must comply with the West Virginia Department of Labor and Workers Compensation requirements and other pertinent codes. Indicate the efforts your firm/team has made regarding local labor force being used on project(s). Additionally, indicate what efforts your firm/team has made, or intends to make, to comply with West Virginia Code 21-1C, (West Virginia Jobs Act) on this project.

**J. ~~Financial Strength and Bonding Capacity~~**

Provide a statement indicating the financial capability of the firm/team to provide the resources required including:

1. ~~A letter of intent from a surety company indicating the applicant's bonding ability for this project (performance and payment bond) for an amount in excess of the budget shown in Section 2 of this IFQ. The performance and payment bond will be a sum of 100% of the amount of the construction contract. To be acceptable to the Owner as Surety for performance and payment bonds, a Surety Company shall comply with the following provisions:~~
  - a. ~~The Surety Company must be licensed to do business in the West ~~\_\_\_\_\_~~ Virginia.~~
  - b. ~~The Surety Company shall have been in business and have a record of successful continuous operations for at least five years.~~
  - c. ~~The Surety Company shall have at least A.M. Best Company, A or better rating listed on the most current federal register, circulation 570, which is authorized to do business in the State of West Virginia and which is satisfactory to and approved by the Owner and the SBA.~~
2. ~~Provide audited financial statements for the most recent two years, including income statement, balance sheet, statements of change in financial position and notes to financial statements. This information may also be included in the contractor qualification information provided.~~
3. ~~Provide all material changes in the business operations of the firm, including without limitation any bankruptcy proceedings, mergers, acquisitions, or spin-offs and any material pending or threatened litigation, which have occurred within the last five (5) years. Discuss the impact of these changes on the firm's financial or managerial ability to perform the task under the proposed capital plan.~~
4. ~~Provide the name, title, address and phone number of the financial officer of the firm responsible for providing the information in response to this requirement.~~

*The financial information requested above, and copies of any rating reports, are not included in the IFQ's 25 page limitation. Proposers wishing to preserve the confidentiality of this information may do so by providing one (1) original of the information in a separate envelop labeled "Confidential - proprietary financial information."*

**K. ~~Litigation~~**



Identify all litigation in which your firm/team has been a party to legal action (including arbitration, administrative proceedings, etc.) or lawsuits during the last five (5) years involving a single client for claims in excess of \$50,000. Include a brief legal description of the dispute and its current status and whether the action or lawsuit has involved a Design-Build contract. Also, describe the particular circumstances giving rise to the dispute and the actions which your firm took to attempt to settle the matter prior to and after the suit being filed. Describe in detail any projects within the last five (5) years where liquidated damages, penalties, liens (in excess of \$50,000), defaults, cancellations of contract or termination of contract were imposed, sought to be imposed, or filed against your organization.

**L. — References**

Provide a list of client references for project completed by the architectural and construction team members. Each referenced project must have construction cost, year completed and client contact information.

**SECTION 5 — SELECTION PROCESS**

**Proposal Evaluation**

The Selection Team will evaluate the Design-Build Team qualifications received in response to this IFQ based on the Evaluation Criteria in this Section and the oral interview, which will be weighted in accordance with the Selection Team Rating Sheet contained at the end of Section 5. The Selection Team will select (short list) no fewer than three (3) firms/teams with the highest total points (the sum of the scores given to each firms/teams by all voting members of the Selection Team). The short listed firms/teams will be notified and will be given the Design Criteria Package to prepare their proposals.

**Oral Presentations**

Qualified firms/teams will make oral presentations to the Selection Team to review their qualifications. The short listed firms/teams will be given \_\_\_\_\_ minutes for an oral presentation. The format of the presentation should be structured to clearly address the Evaluation Criteria contained in Section 4 of the IFQ. Presentation boards and handouts are acceptable. A projection screen will be available for use by the short listed firms/teams if prior notice is given to the Owner. The Selection Team will have \_\_\_\_\_ minutes for questions, but under no circumstances will the total time of \_\_\_\_\_ be exceeded.

**Final Selection**

The Selection Team will evaluate the qualifications of the firms/teams after the oral presentations based on the Selection Team Rating Sheet contained in these instructions. The Selection Team will notify a minimum of three (3) but no greater than five (5) firms/teams selected (short listed) to provide a Request for Proposal (RFP) for the project. The timeline for responses to the RFP will be provided to each of the short listed firms/teams. The short listed firms will be provided all project information and provided the schedule for submission of the RFP. The RFP will provide specific submission requirements and evaluation procedures in accordance with the Design-Build Procurement Act and Legislative Rule 148-CSR11.

SBA-171

Revised 9/2015

**SELECTION TEAM RATING SHEET**  
**Invitation for Qualifications**

**Design-Build Services**

\_\_\_\_\_  
\_\_\_\_\_  
(Project Name)

Company \_\_\_\_\_ Proposal Letter \_\_\_\_\_ Y \_\_\_\_\_ N

Team Members \_\_\_\_\_ Date \_\_\_\_\_

Evaluation Criteria	Criteria	Score	Remarks
	Value Potential		
Project Understanding	10	_____	_____
Project Team	10	_____	_____
Architect Project Experience	5	_____	_____
Contractor Project Exp.	5	_____	_____
SBA Experience	10	_____	_____
Proximity/Availability	5	_____	_____
Project Approach	10	_____	_____
Project Schedule	15	_____	_____
Cost Control/VE	10	_____	_____
Local Participation Jobs Act/Local Contractors	5	_____	_____
Financial Strength Bonding	5	_____	_____
Litigation	5	_____	_____
Client References	5	_____	_____
<b>GRAND TOTAL</b>	<b>100%</b>	_____ %	<b>(must score minimum of 70 pts to be considered)</b>

Comments: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Signature \_\_\_\_\_ Date \_\_\_\_\_

SBA-172

DESIGN-BUILD  
EDUCATIONAL FACILITIES PLANNER

REQUIREMENT FOR THE  
SUBMISSION AND EVALUATION  
OF  
EDUCATIONAL FACILITIES PLANNING SERVICES  
TO THE

\_\_\_\_\_  
\_\_\_\_\_  
COUNTY BOARD OF EDUCATION

INVITATION FOR QUALIFICATIONS

Educational Facilities Planner  
For

\_\_\_\_\_  
\_\_\_\_\_  
(Project)

\_\_\_\_\_  
\_\_\_\_\_  
(Date)

TABLE OF CONTENTS

Section	Title
1	Invitation for Qualifications
2	Project Description
3	Instructions to Submitting Individuals/Firms
4	Qualification Process
5	Selection Process

## SECTION 1 — INVITATION FOR QUALIFICATIONS (IFQ)

Pursuant to Section 5G, 1-4 of West Virginia Code, the \_\_\_\_\_ County Board of Education intends to contract with a Recognized Educational Facilities Professional (REFP) to provide professional services for:

\_\_\_\_\_  
\_\_\_\_\_  
Selection of the REFP shall conform to West Virginia Code 5G, 1-4 regarding the selection and fee negotiation process.

The successful REFP will be expected to enter into a single point of responsibility agreement with \_\_\_\_\_ County Board of Education to provide professional school planning services for the preparation of educational specifications for the referenced project.

Individuals/firms interested in providing educational planning services to \_\_\_\_\_ County are hereby notified that a Proposal for providing the requested services in response to this IFQ will be accepted until \_\_\_\_\_ p.m. (day and date). (Proposals received after this deadline will be disqualified). Proposals may be mailed or hand delivered to the following location:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_ County Board of Education  
\_\_\_\_\_  
\_\_\_\_\_

The proposal is limited to 20 pages (excluding the required SBA forms) and shall be presented in a binder format, tabbed according to the Evaluation Criteria. Proposals shall be clearly identified in a sealed package and include all technical submission requirements. Proposals will not be opened until the expiration time established for submitted proposals has expired. One (1) original and ten (10) copies of the proposals shall be submitted and must be clearly labeled with the project name and the name of the submitting individual/firm affixed.

The format of the proposal shall be in strict conformance with the stipulated criteria in the Instructions to Submitting Individual/Firms (Section 3).

## SECTION 2 — PROJECT DESCRIPTION

### A. — Scope of Work

In general, the work consists of the following: (insert project description)

### B. — Owners Anticipated Advertisement and Award

\_\_\_\_\_  
Advertisement/IFQ \_\_\_\_\_  
\_\_\_\_\_  
Proposals Due \_\_\_\_\_  
\_\_\_\_\_  
Notification of Short List Individual/Firms \_\_\_\_\_  
\_\_\_\_\_  
Presentations by Short listed Individual/Firms \_\_\_\_\_  
\_\_\_\_\_  
Recommendation of Selected Individual/Firms \_\_\_\_\_  
\_\_\_\_\_  
Deadline for Contract Negotiations \_\_\_\_\_  
\_\_\_\_\_

\_\_\_\_\_  
Board Approval of Selected Individual/Firms  
\_\_\_\_\_  
Executed Contract and Notice to Proceed  
\_\_\_\_\_

### **SECTION 3 — INSTRUCTIONS TO SUBMITTING INDIVIDUALS/FIRMS**

#### **A. — General**

The selection process for the REFP will be conducted as follows:

Stage 1: \_\_\_\_\_ The proposals received in response to this IFQ will be evaluated and ranked by a Selection Team in accordance with the process and evaluation criteria contained in Section 4. The proposal must be written and submitted with tabbed sections in the order of the evaluation criteria. The Selection Team will select (short list) no fewer than three (3) individuals/firms to give a presentation at a later date to the Selection Team.

Stage 2: \_\_\_\_\_ The short listed individuals/firms will meet with the Selection Team and the team will evaluate and rank each individual/firm based on the proposal information and the presentations in accordance with the process and evaluation criteria contained in Section 5.

Stage 3: \_\_\_\_\_ The Selection Team will select the individual/firm they feel is most qualified to perform the services and will negotiate the fee for the completion of the educational specification for the project.

#### **B. — Questions**

Questions regarding the completion and submission of the Proposal should be directed to \_\_\_\_\_ County will respond to all questions received regarding the general requirements of the educational planning process to be used for the project prior to the presentation date.

#### **C. — Expenses Incurred in Preparing Responses**

\_\_\_\_\_ County accepts no responsibility for any expenses incurred by those individuals/firms offering their services to the county in the preparation of a response to this IFQ. All expenses incurred in the preparation of the response to the IFQ and the cost for the interview process shall be borne by the offering individual/firm exclusively.

#### **D. — Educational Facility Professional Qualifications**

Individuals/Firms submitting a response to this IFQ must possess the Recognized Educational Facilities Professional certification provided by the Council of Educational Facilities Planners International. A copy of the certification must be provided in the response to the IFQ.

### **SECTION 4 — QUALIFICATION PROCESS**

#### **Selection Team**

The Proposals received in response to this IFQ will be initially evaluated based on the qualifications of the individual/firm and the Selection Team will select (short list) individuals/firms that will be requested to give a presentation at a later date to the Selection Team. The information provided in the Proposal along with the oral presentation will provide the Selection Team a basis for determining the most qualified individual/firm. The members of the Selection Team are:

Name	Affiliation and Title

#### **Evaluation Criteria**

The following Criteria are intended to provide the Selection Team with information regarding the qualifications of each educational planner. Proposals shall address each of the Criteria in the same order listed below.

##### **A. Proposal Letter**

Educational planners must provide an original letter stating their intent to provide planning services and identifying their willingness to proceed should they be selected to perform the planning services. The letter must be signed by an officer of the proposing firm or the prime team member.

##### **B. Project Understanding**

Planners must clearly demonstrate their understanding of the scope of the project and present a concise outline of specific services they are prepared to provide for the project. The proposal must also identify and discuss any of the services, or method of approach to the services, which are believed to be either "unique" or "outstanding," or which may be recognized as giving a competitive edge or advantage.

##### **C. Educational Planner and Personnel Resumes**

Provide information describing the educational planner's experience and qualifications. Indicate key personnel and their relationship to this project. Provide resumes of key personnel, their disciplines, respective roles, education, certifications, licenses and their experience in educational facilities planning.

##### **D. Educational Planners Experience and Knowledge**

Submit the educational planner's experience regarding educational specifications and knowledge of the SBA requirements and West Virginia State Board of Education Policy 6200 Guidelines. Identify the lead personnel anticipated on this project and their respective responsibilities proposed for this project. Comment on the commitment to involve the lead personnel assigned to the project through all phases of the project.

##### **E. Project Approach**



Comment on your approach toward the formulation of the educational specification. Describe the process and communication procedures that will be employed throughout the development of the educational specification. Describe procedures, frequency and methods for obtaining educational input from \_\_\_\_\_ County and a plan to establish and maintain clear lines of communication with the \_\_\_\_\_ County and the school staff.

**F. —References**

Please provide three (3) letters of references from individuals who have worked with you professionally or can provide professional character references.

**G. —Completion Schedule**

Describe the general schedule and timeline anticipated for the completion of the educational specification.

## **SECTION 5 — SELECTION PROCESS**

### **Proposal Evaluation**

Based on the proposals received and the oral presentations, the Selection Team will use the process described in West Virginia Code 5G 1-4 to evaluate and select the educational facilities planner. The short listed individuals/firms will be notified on the date shown in Section 2 of this IFQ and will be given the opportunity to interview with the selection committee and present project information. The Selection Committee will evaluate and rate each individual/firm and based on the final team score begin negotiations with the highest rated individual/firm.

### **Oral Presentations**

The short listed Educational Planner will make oral presentations to the Selection Team to review their proposal. The oral presentation will be limited to \_\_\_\_ minutes. The format of the presentation should be structured to clearly address the Evaluation Criteria contained in Section 4 of the IFQ. Presentation boards and handouts are acceptable. A projection screen will be made available for use if prior notice is given to the Selection Team. The Selection Team will have \_\_\_\_ minutes for questions.

### **Final Selection**

The Selection Team will evaluate and rate the proposals and oral presentations on the Selection Team Rating Sheet contained in these instructions. The Selection Team will recommend to the local board that an agreement for educational specification services be awarded to the Educational Planner with the highest total points (the sum of scores given to each REFP by all voting members of the Selection Team) at the fee schedule negotiated. All short listed Educational Planners will be rated and ranked in order of their score on the Selection Team Rating Sheet and the team will reach a consensus as to which individual/firm is the most qualified. The team or a representative member of the team will then negotiate the fee for the educational planning services. Should the fee negotiations reach an impasse and the fee agreement not be reached, negotiations will continue with the next highest rated Educational Planner until an agreement is reached. The Selection Team will not return to the previous team once the impasse is reached on the fee and the next individual/firm is contacted for fee negotiations commence.

## ADVERTISEMENT FOR

### INVITATION FOR EDUCATIONAL FACILITIES PLANNING SERVICES

For

\_\_\_\_\_  
Project Name

\_\_\_\_\_  
Date

The \_\_\_\_\_ County Board of Education is soliciting a proposal to perform educational facilities planning including building programming from qualified educational facilities planners. The individual/firm must possess certification from the Council of Educational Facilities Planners International and must have the Recognized Educational Facilities Professional Certification (REFP) to be considered. The individual/firm must be knowledgeable of School Building Authority requirements regarding educational specifications and also State Board Policy 6200, Handbook on Planning School Facilities requirements.

Specific project information can be obtained from \_\_\_\_\_ at \_\_\_\_\_ regarding the project requirements. The requirements of West Virginia Code 5G, Article 1-4 will be used as the basis for review and evaluation of all proposals. All proposals must be submitted to the \_\_\_\_\_ County Board Office at \_\_\_\_\_, West Virginia, no later than \_\_\_\_\_ p.m. local prevailing time on \_\_\_\_\_, \_\_\_\_\_. Proposals must be clearly marked IFQ for Educational Facilities Planner for \_\_\_\_\_ (project name). All proposals must include the experience and qualifications of the Educational Facilities Planner and must address the criteria for proposal evaluation. The individual/firm will be selected on the basis of qualifications and the cost to perform the services will be negotiated based on the most qualified firm. To request further information regarding the specifics of the proposal contact \_\_\_\_\_ at \_\_\_\_\_. Questions should be directed to \_\_\_\_\_ at (304) \_\_\_\_\_.

## SELECTION TEAM RATING SHEET

### Educational Facilities Planner

\_\_\_\_\_  
\_\_\_\_\_  
(Project Name)

Individual/Firm \_\_\_\_\_

Proposal Letter \_\_\_\_\_ Y \_\_\_\_\_ N \_\_\_\_\_ Date \_\_\_\_\_

	Criteria		
Evaluation Criteria	Value	Score	Remarks
	Potential		

Project Understanding \_\_\_\_\_ 10 \_\_\_\_\_

Educational Planner & \_\_\_\_\_ 15 \_\_\_\_\_  
Personnel Resume

Educational Planners \_\_\_\_\_  
Experience & Knowledge  
Regarding:

SBA Requirements \_\_\_\_\_ 20 \_\_\_\_\_

State Board Policy 620020 \_\_\_\_\_

Project Approach \_\_\_\_\_ 15 \_\_\_\_\_

References \_\_\_\_\_ 10 \_\_\_\_\_

Completion Schedule \_\_\_\_\_ 10 \_\_\_\_\_

**GRAND TOTAL** \_\_\_\_\_ **100** \_\_\_\_\_ (must score minimum of 70 pts  
to be considered)

Comments: \_\_\_\_\_

Signature \_\_\_\_\_ Date \_\_\_\_\_

SBA 173

DESIGN BUILD  
PERFORMANCE CRITERIA DEVELOPER

ADVERTISEMENT FOR

Performance Criteria Developer

The \_\_\_\_\_ County Board of Education is soliciting proposals from qualified Performance Criteria Developers to work in cooperation with \_\_\_\_\_ to develop Design Build performance criteria for \_\_\_\_\_. The firm/individual must be a registered architect or engineer licensed under the laws of West Virginia and licensed to do business in West Virginia. The firm/individual must have experience in the Design Build project delivery method, the preparation of educational facilities performance criteria and must be capable of preparing building performance specifications, pre-schematic building footprints based on the educational specifications for the school and must have experience in site evaluation and design. The Performance Criteria Developer will assist the county board and the school planning team with the development of detailed building component specifications, site evaluation and preliminary building citing based on the chosen site and preparation of schematic diagrams of the school based on the county's educational specifications. Additional services will be provided to the county for assisting in the evaluation of the Design Build proposals and assisting the county board during the design development review, construction document review and construction phase of the project. The services provided will be based on a negotiated fee for actual time and services rendered beyond the basic services provided through pre-schematic building footprint.

Invitations for Qualifications (IFQ) will be provided upon request to qualified individuals/firms. Responses to IFQs must be returned to \_\_\_\_\_ County Board Office to the attention of \_\_\_\_\_ by \_\_\_\_\_ local prevailing time (LPT). Proposals received after this deadline will not be accepted, nor opened and will be returned. Questions concerning the specifics of this project should be directed to \_\_\_\_\_ at (304) \_\_\_\_\_.

**DRAFT**

**INVITATION FOR QUALIFICATIONS (IFQ)**

\_\_\_\_\_, 20\_\_\_\_

**Performance Criteria Developer  
For**

\_\_\_\_\_

A proposal in response to this IFQ must be submitted to the \_\_\_\_\_ **no later than**  
\_\_\_\_\_ local prevailing time (LPT) on \_\_\_\_\_, 20\_\_\_\_. It must be plainly  
marked:

**Proposal for IFQ Performance Criteria Developer for**

\_\_\_\_\_

The \_\_\_\_\_ County Board of Education is soliciting proposals from qualified Performance Criteria Developers to work in cooperation with \_\_\_\_\_ to develop Design-Build performance criteria for \_\_\_\_\_. The firm/individual must be a registered architect (or engineer) licensed under the laws of West Virginia and licensed to do business in West Virginia. The firm/individual must have experience in the preparation of educational facilities performance criteria and must be capable of preparing building performance specifications, pre-schematic building footprints based on the educational facilities specifications for the school and must have experience in site evaluation and design. The Performance Criteria Developer will assist the county board and the school planning team with the development of detailed building component specifications, site evaluation and preliminary building citing based on the chosen site and preparation of schematic diagrams of the school based on the county's educational specifications. Additional services will be provided to the county for assisting in the evaluation of the Design-Build proposals and assisting the county board during the design development review, construction document review and construction phase of the project. The services provided will be based on a negotiated fee for actual time and services rendered beyond the basic services provided through pre-schematic building footprint.

Submitted proposals must address the evaluation criteria and must be organized in the same order as the IFQ. Copies of the IFQ and other projects received after the stipulated time and date will not be accepted, nor opened, and will be returned. Specific information can be obtained by contacting \_\_\_\_\_ at \_\_\_\_\_. Questions concerning the specifics of the project(s) should be directed to \_\_\_\_\_ at (304) \_\_\_\_\_.

**REQUIREMENT FOR THE  
SUBMISSION AND EVALUATION  
OF  
PERFORMANCE CRITERIA DEVELOPER  
SERVICES  
TO THE**

\_\_\_\_\_  
\_\_\_\_\_  
**COUNTY BOARD OF EDUCATION**

**INVITATION FOR QUALIFICATIONS**

**PERFORMANCE CRITERIA DEVELOPER  
For**

\_\_\_\_\_  
\_\_\_\_\_  
**(Project)**

\_\_\_\_\_  
\_\_\_\_\_  
**(Date)**

**TABLE OF CONTENTS**

<b>Section</b>	<b>Title</b>
<b>1</b>	<b>Invitation for Qualifications</b>
<b>2</b>	<b>Project Description</b>
<b>3</b>	<b>Instructions to Submitting Individuals/Firms</b>
<b>4</b>	<b>Qualification Process</b>
<b>5</b>	<b>Selection Process</b>



Pursuant to Section 5G,1 4 of West Virginia Code, the \_\_\_\_\_ County Board of Education intends to contract with a registered architect (*or engineer*) to act as the Performance Criteria Developer (PCD) for a Design-Build project that will

~~The successful PCD will be expected to enter into a single point of responsibility agreement with \_\_\_\_\_ County Board of Education to provide professional services for the preparation of performance criteria, pre construction review of Design Build and construction services as required by the Design Build Procurement Act (Title 148, Series II) for the referenced project.~~

County Board of Education

~~The format of the proposal shall be in strict conformance with the stipulated criteria in the Instructions to Submitting Individual/Firms (Section 3).~~

Advertisement/IFQ	
Proposals Due	
Notification of Short List Individual/Firms	
Presentations by Short listed Individual/Firms	
Recommendation of Selected Individual/Firms	
Deadline for Contract Negotiations	
Board Approval of Selected Individual/Firms	

### **SECTION 3 — INSTRUCTIONS TO SUBMITTING INDIVIDUALS/FIRMS**

#### **A. — General**

The selection process for the PCD will be conducted as follows:

Stage 1: ~~The proposals received in response to this IFQ will be evaluated and ranked by a Selection Team in accordance with the process and evaluation criteria contained in Section 4. The proposal must be written and submitted with tabbed sections in the order of the evaluation criteria. The Selection Team will select (short list) no fewer than three (3) individuals/firms to give a presentation at a later date to the Selection Team.~~

Stage 2: ~~The short listed individuals/firms will meet with the Selection Team present their qualifications and address questions from the Selection Team about their proposal. The team will evaluate and rank each individual/firm based on the proposal information and the presentations in accordance with the process and evaluation criteria contained in Section 5.~~

Stage 3: ~~The Selection Team will select the individual/firm they feel is most qualified to perform the services and will negotiate the fee for the completion of the performance criteria for the project.~~

#### **B. — Questions**

Questions regarding the completion and submission of the proposal should be directed to \_\_\_\_\_ County will respond to all questions received regarding the general requirements of the performance criteria development to be used for the project prior to the presentation date.

#### **C. — Expenses Incurred in Preparing Responses**

~~\_\_\_\_\_ County accepts no responsibility for any expenses incurred by those individuals/firms offering their services to the county in the preparation of a response to this IFQ. All expenses incurred in the preparation of the response to the IFQ and the cost for the interview process shall be borne by the offering individual/firm exclusively.~~

#### **D. — Performance Criteria Developer**

~~Individuals/Firms submitting a response to this IFQ must be a registered architect or registered engineer (where applicable) in the State of West Virginia. Experience in school design and experience with SBA policies and procedures and knowledge of West Virginia State Board of Education Policy 6200, Handbook on Planning School Facilities is required.~~

### **SECTION 4 — QUALIFICATION PROCESS**

#### **Selection Team**

The proposals received in response to this IFQ will be evaluated by the Selection Team. The Selection Team will select (short list) no fewer than three (3) individuals/firms to give a presentation at a later date to the Selection Team. The proposals and information interview process will be used to select and rank in order of qualifications of the most qualified individual or firm. Once completed, the county will negotiate the fee for providing services in accordance with WV Code 5G \_\_\_\_\_. The members of the Selection Team are:

Name _____	Affiliation and Title _____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____

The following Criteria are intended to provide the Selection Team with information regarding the qualifications of each Performance Criteria Developer (PCD). Proposals shall address each of the Criteria in the same order listed below.

**A. ~~Proposal Letter~~**

PCD must provide an original letter stating their intent to provide professional services and identifying their willingness to proceed should they be selected to perform the planning services. The letter must be signed by an officer of the proposing firm.

**B. ~~Project Understanding~~**

PCD must clearly demonstrate their understanding of the scope of the project and present a concise outline of specific services they are prepared to provide for the project. The proposal must also identify and discuss any of the services, or method of approach to the services, which are believed to be either "unique" or "outstanding," or which may be recognized as giving a competitive edge or advantage.

**C. ~~Performance Criteria Developer and Consultant Personnel Resumes~~**

Provide information describing the PCD's experience and qualifications. Indicate key personnel and their relationship to this project. Provide resumes of all consultants, key personnel, their disciplines, respective roles, education, certifications, licenses and their experience in educational facilities design.

**D. ~~Performance Criteria Developer's Experience and Knowledge~~**

Submit the PCD experience regarding the preparation of performance specification writing and knowledge of the SBA requirements and West Virginia State Board of Education Policy 6200 Guidelines. Identify the lead personnel anticipated on this project and their respective responsibilities proposed for this project. Comment on the commitment to involve the lead personnel assigned to the project through all phases of the project.

**E. ~~Project Approach~~**

Comment on your approach toward the formulation of the performance specifications. Describe the process and communication procedures that will be employed throughout the development of the performance criteria and during the final design review and construction phases of the project. Describe procedures, frequency and methods for obtaining project input from the County

representative and a plan to establish and maintain clear lines of communication with the designated representative.

**F. ~~References~~**

Please provide three (3) letters of references from individuals who have worked with you professionally and can provide first hand knowledge of your previous work experience.

**G. ~~Completion Schedule~~**

Describe the general schedule and timeline anticipated for the completion of the project performance criteria.

## **SECTION 5 ~~SELECTION PROCESS~~**

### **~~Proposal Evaluation~~**

Based on the proposals received, the Selection Team will use the process described in West Virginia Code 5G-1-4 to evaluate and select the Performance Criteria Developer. The Selection Team will select (short list) no fewer than three (3) individuals/firms to provide oral presentations. The short listed individuals/firms will be notified on the date shown in Section 2 of this IFQ and will be given the opportunity to interview with the Selection Team and present project information. The Selection Team will evaluate and score the qualifications of each individual/firm being interviewed using the Selection Team Rating system established for this project.

### **~~Oral Presentations~~**

The short listed PCD will make an oral presentation to the Selection Team to further explain their proposal. The short listed PCD will be given \_\_\_\_\_ minutes for an oral presentation. The format of the presentation should be structured to clearly address the Evaluation Criteria contained in Section 4 of the IFQ. Presentation boards and handouts are acceptable. A projection screen will be available for use by the short listed PCD if prior notice is given. The Selection Team will have \_\_\_\_\_ minutes for questions.

### **~~Final Selection~~**

The Selection Team will recommend to the \_\_\_\_\_ School Board that an agreement for professional services to prepare performance criteria specifications and additional services described in Section 2a—Scope of work be awarded to the PCD with the highest total points (the sum of scores given to each PCD by all voting members of the Selection Team) at the fee schedule negotiated. The Selection Team will rate and rank the short listed PCDs in order of their score based on the proposal information and interview process and the team will reach a consensus as to which individual/firm is the most qualified. The team or a representative member of the team will then negotiate the fee for the performance criteria development services. Should the fee negotiations reach an impasse and the fee agreement not be reached, negotiations will continue with the next highest rated PCD until an agreement is reached. The Selection Team will not return to the previous team once the impasse is reached on the fee and the next individual/firm is contacted for fee negotiations commence.

## SELECTION TEAM RATING SHEET

### Performance Criteria Developer

\_\_\_\_\_  
\_\_\_\_\_  
(Project Name)

Company/Individual \_\_\_\_\_

Proposal Letter \_\_\_\_\_ Y \_\_\_\_\_ N Date \_\_\_\_\_

Evaluation Criteria	Criteria	Score	Remarks
	Potential		

Project Understanding 5 \_\_\_\_\_

Similar Project Experience 15 \_\_\_\_\_

Familiarity with 20 \_\_\_\_\_  
Design Build

Performance Criteria 20 \_\_\_\_\_  
Developer

Familiarity with State Bd 10 \_\_\_\_\_  
Policy 6200

Familiarity with SBA 10 \_\_\_\_\_  
Requirements

Schedule 10 \_\_\_\_\_

References 10 \_\_\_\_\_

**GRAND TOTAL** 100 \_\_\_\_\_ (must score minimum of 70 pts  
to be considered)

Comments: \_\_\_\_\_

\_\_\_\_\_

Signature \_\_\_\_\_ Date \_\_\_\_\_

School Building Authority of West Virginia  
ANTI-BULLYING AUDIT  
SBA FORM 174

County: \_\_\_\_\_ Date: \_\_\_\_\_

Indicate the extent to which each of the following is in place.

	Not at all	Partial	Effective
1. The county has an implementation plan for State Board Policy 4373.			
2. The county's disciplinary policies address all forms of Student Code of Conduct violations.			
3. The county has an education program about Policy 4373 for each grade level.			
4. The county has an education/professional development program about Policy 4373 for faculty and staff.			
5. The county has established procedures "to assure that any person who believes s/he has been the victim of bullying has an identified mechanism to report the alleged acts immediately to an appropriate official."			
6. The county submits the required disciplinary data into the WVEIS.			
7. The county has disseminated Policy 4373 to all students, faculty, staff, and parents.			

SBA 174



**SBA Project Submission Form  
AMERICAN RECOVERY & REINVESTMENT ACT FUNDING  
SBA FORM 176e**

Where Federal American Recovery and Reinvestment Act funding is being used, provide the following:

- ☐ ☐ ☐ A notice to proceed letter from WV State Historic Preservation Office (WVSHPO) (where applicable)
- ☐ ☐ ☐ Language in specifications that requires all contractors to complete the American Recovery and Reinvestment Act (ARRA) Verification Form as a condition of the bid award prior to the award of the construction contract.
- ☐ ☐ ☐ Language in specifications that assures Federal Davis Bacon Act will be complied with (State Prevailing Wages used where rate is higher than Davis Bacon).
- ☐ ☐ ☐ Language in the specifications that explains "Buy American" requirements.
- ☐ ☐ ☐ Insure Requirements of Section 1605 of the ARRA of 2009 is attached in the specifications.
- ☐ ☐ ☐ Assurances from the architect/engineer that the materials and equipment specified in the project complies with the "Buy American" provisions of the ARRA.
- ☐ ☐ ☐ Bid document language requiring contractors to provide "Bill of Materials" data indicating the Buy American provisions have been complied with within their pay applications.
- ☐ ☐ ☐ Standard Federal form 1413, Statement and Acknowledgement for general and all subcontractors. Also list intermediate subcontractors (sub of subcontractors) if they exist under item 14 on this form.

**1 OF 2 (ARRA Funds)**

- ☐ ☐ ☐ In order for the SBA to process payments in a timely manner, the grant recipient shall submit the following documentation to the SBA office with each pay requisition. This information shall also be included in the specifications to inform the contractor of the necessary information that shall be supplied with each pay application:
  - a. ☐ ☐ Bill of Materials as described herein
  - b. ☐ ☐ Application for Payment or Invoice
  - c. ☐ ☐ Certified Payroll
  - d. ☐ ☐ SBA Requisition Form with Project Number

Submitted By \_\_\_\_\_ Date \_\_\_\_\_

SBA Approval By \_\_\_\_\_ Date \_\_\_\_\_

SBA Form 176e

**2 OF 2 (ARRA Funds)**

School Building Authority of West Virginia  
AFFIDAVIT OF DEBT PAID  
SBA FORM 177

~~West Virginia Code §5A-3-10a states: No contract or renewal of any contract may be awarded by the state or any of its political subdivisions to any vendor or prospective vendor when the vendor or prospective vendor or a related party to the vendor or prospective vendor is a debtor and the debt owed is an amount greater than one thousand dollars in the aggregate.~~

**DEFINITIONS:**

~~"Debt" means any assessment, premium, penalty, fine, tax or other amount of money owed to the state or any of its political subdivisions because of a judgment, fine, permit violation, license assessment, defaulted workers' compensation premium, penalty or other assessment presently delinquent or due and required to be paid to the state or any of its political subdivisions, including any interest or additional penalties accrued thereon.~~

~~"Debtor" means any individual, corporation, partnership, association, limited liability company or any other form or business association owing a debt to the state or any of its political subdivisions. "Political subdivision" means any county commission; municipality; county board of education; any instrumentality established by a county or municipality; any separate corporation or instrumentality established by one or more counties or municipalities, as permitted by law; or any public body charged by law with the performance of a government function or whose jurisdiction is coextensive with one or more counties or municipalities. "Related party" means a party, whether an individual, corporation, partnership, association, limited liability company or any other form or business association or other entity whatsoever, related to any vendor by blood, marriage, ownership or contract through which the party has a relationship of ownership or other interest with the vendor so that the party will actually or by effect receive or control a portion of the benefit, profit or other consideration from performance of a vendor contract with the party receiving an amount that meets or exceeds five percent of the total contract amount.~~

~~**EXCEPTION:** The prohibition of this section does not apply where a vendor has contested any tax administered pursuant to chapter eleven of this code, workers' compensation premium, permit fee or environmental fee or assessment and the matter has not become final or where the vendor has entered into a payment plan or agreement and the vendor is not in default of any of the provisions of such plan or agreement.~~

~~Under penalty of law for false swearing (West Virginia Code §61-5-3), it is hereby certified that the vendor affirms and acknowledges the information in this affidavit and is in compliance with the requirements as stated.~~

**WITNESS THE FOLLOWING SIGNATURE**

Vendor's Name: \_\_\_\_\_

Authorized Signature: \_\_\_\_\_ Date: \_\_\_\_\_

State of \_\_\_\_\_

County of \_\_\_\_\_ to wit: \_\_\_\_\_

Taken, subscribed, and sworn to before me this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_.

My Commission expires \_\_\_\_\_, 20\_\_\_\_.

**AFFIX SEAL HERE** \_\_\_\_\_ **NOTARY PUBLIC** \_\_\_\_\_

West Virginia Department Of Education & School Building Authority Of West Virginia  
**CERTIFICATE OF PROJECT COMPLETION**  
**WVDE BP 13-A**

Upon completion of a facilities project, submit duplicate copies to the State Department of Education and the School Building Authority to initiate close-out procedures.

County _____	Substantial Completion Date _____
Project/School Name _____	Final Inspection Date _____
Project Number _____	Fire Marshal Date _____
Enrollment _____	of Occupancy Permit _____
# Teaching Stations _____	(If Required) _____

---

<b>Sources of Funds:</b> State Funds -SBA "MIP" \$ _____ -SBA "Needs" \$ _____ Local Funds (Bond) \$ _____  Local Funds (Other) \$ _____ Vocational (State) \$ _____ Vocational (Federal) \$ _____ Federal (Other) \$ _____ Other Funds (List) \$ _____ _____ _____ _____ <b>Total Funds</b> \$ _____	<b>Summary of Project Data:</b> Sq.Ft. in Building _____ Site Acquisition \$ _____ Site Preparation \$ _____ Building Construction -Costs Total \$ _____ *Renovation Costs \$ _____ Building Construction -Costs per sq.ft. \$ _____ Building Renovation -Costs per sq.ft. \$ _____ Moveable Eq. Cost \$ _____ A&E Fees \$ _____ **Misc. Costs \$ _____ <b>Total Project Cost</b> \$ _____
---	--

\*A project may include both new construction/addition and renovation costs.

\*\*Geotech, Site Survey, Deed Search, Technology Equipment (Explain on Back)

Architect _____	Date _____
Contractor _____	Date _____
Clerk of the Works/Construction Manager _____	Date _____
Superintendent _____	Date _____

\*\*\*Inspected this date by a representative of the School Building Authority or the West Virginia Department of Education.

WVDE BP 13-A

SBA FORM 185  
PURCHASING AFFIDAVIT

STATE OF WEST VIRGINIA  
Purchasing Division

## PURCHASING AFFIDAVIT

**MANDATE:** Under W. Va. Code §5A-3-10a, no contract or renewal of any contract may be awarded by the state or any of its political subdivisions to any vendor or prospective vendor when the vendor or prospective vendor or a related party to the vendor or prospective vendor is a debtor and: (1) the debt owed is an amount greater than one thousand dollars in the aggregate; or (2) the debtor is in employer default.

**EXCEPTION:** The prohibition listed above does not apply where a vendor has contested any tax administered pursuant to chapter eleven of the W. Va. Code, workers' compensation premium, permit fee or environmental fee or assessment and the matter has not become final or where the vendor has entered into a payment plan or agreement and the vendor is not in default of any of the provisions of such plan or agreement.

**DEFINITIONS:**

"Debt" means any assessment, premium, penalty, fine, tax or other amount of money owed to the state or any of its political subdivisions because of a judgment, fine, permit violation, license assessment, defaulted workers' compensation premium, penalty or other assessment presently delinquent or due and required to be paid to the state or any of its political subdivisions, including any interest or additional penalties accrued thereon.

"Employer default" means having an outstanding balance or liability to the old fund or to the uninsured employers' fund or being in policy default, as defined in W. Va. Code § 23-2b-2, failure to maintain mandatory workers' compensation coverage, or failure to fully meet its obligations as a workers' compensation self-insured employer. An employer is not in employer default if it has entered into a repayment agreement with the Insurance Commissioner and remains in compliance with the obligations under the repayment agreement.

"Related party" means a party, whether an individual, corporation, partnership, association, limited liability company or any other form or business association or other entity whatsoever, related to any vendor by blood, marriage, ownership or contract through which the party has a relationship of ownership or other interest with the vendor so that the party will actually or by effect receive or control a portion of the benefit, profit or other consideration from performance of a vendor contract with the party receiving an amount that meets or exceeds five percent of the total contract amount.

**AFFIRMATION:** By signing this form, the vendor's authorized signer affirms and acknowledges under penalty of law for false swearing (W. Va. Code §61-5-3) that neither vendor nor any related party owe a debt as defined above and that neither vendor nor any related party are in employer default as defined above, unless the debt or employer default is permitted under the exception above.

**WITNESS THE FOLLOWING SIGNATURE:**

Vendor's Name: \_\_\_\_\_

Authorized Signature: \_\_\_\_\_ Date: \_\_\_\_\_

State of \_\_\_\_\_

County of \_\_\_\_\_, to-wit:

Taken, subscribed, and sworn to before me this \_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_.

My Commission expires \_\_\_\_\_, 20\_\_\_\_.

**AFFIX SEAL HERE**

**NOTARY PUBLIC** \_\_\_\_\_

*Purchasing Affidavit (Revised 07/01/2012)*

School Building Authority of West Virginia  
**MONTHLY ANTICIPATED ADVERSE WEATHER DELAYS**  
**SBA FORM 186**

Monthly Adverse Weather Delay Days (State Average)										
Month	Maximum Temp ≤ 32 degrees F			Precipitation > 0.10 inches			Snowfall > 1.0 inches			Time Extension Allowed
	O	H	D	O	H	D	O	H	D	
January		9			7			4		(Observed- Historic) <del>±(Observed-                      Historic)</del> =Total [Use the greatest value of Precipitation or Snowfall]
February		5			7			3		
March		1			8			2		
April		0			8			0		
May		0			9			0		
June		0			8			0		
July		0			8			0		
August		0			7			0		
September		0			6			0		
October		0			6			0		
November		1			7			1		
December		6			7			3		
Total										

O = Observed, H = Historic, D = Difference

**Note:**

\* The Contractor's progress schedule must reflect the anticipated weather delay days that are provided on this form.

SBA 186

Revised 9/2015



SBA FORM 188

DRUG-FREE WORKPLACE AFFIDAVIT



State of West Virginia  
**DRUG FREE WORKPLACE CONFORMANCE AFFIDAVIT**  
*West Virginia Code §21-1D-5*

STATE OF WEST VIRGINIA,

COUNTY OF \_\_\_\_\_, TO-WIT:

I, \_\_\_\_\_, after being first duly sworn, depose and state as follows:

1. I am an employee of \_\_\_\_\_; and,  
(Company Name)

2. I do hereby attest that \_\_\_\_\_  
(Company Name)

maintains a valid written drug free workplace policy and that such  
policy is in compliance with *West Virginia Code §21-1D*.

The above statements are sworn to under the penalty of perjury.

By: \_\_\_\_\_

Title: \_\_\_\_\_

Company Name: \_\_\_\_\_

Date: \_\_\_\_\_

Taken, subscribed and sworn to before me this \_\_\_\_\_ day of \_\_\_\_\_, \_\_\_\_\_.

By Commission expires \_\_\_\_\_

(Seal)

\_\_\_\_\_  
(Notary Public)

**THIS AFFIDAVIT MUST BE SUBMITTED WITH THE BID IN ORDER TO COMPLY  
WITH WV CODE PROVISIONS. FAILURE TO INCLUDE THE AFFIDAVIT WITH THE  
BID SHALL RESULT IN DISQUALIFICATION OF THE BID.**

Rev. August 2013

School Building Authority of West Virginia  
**CONTRACT SERVICES RESPONSIBILITIES**  
For Owner, Architect, and Construction Manager  
**SBA FORM 189**

	SERVICE TASKS	COUNTY	ARCHITECT	CONSTRUCTION MANAGER
-	<b>SITE EVALUATION / SELECTION</b>			
1	Archeological Survey Services (WV Dept. of Culture & History)	<b>Request &amp; PO</b>	Assists	Assists
2	Geotechnical Survey Services	<b>Request &amp; PO</b>	Provide Building Layout	RFP, Review And Comment
3	Boundary Survey Services	<b>Request &amp; PO</b>	Assist	RFP, Review And Comment
4	Topographical Survey Services	<b>Request &amp; PO</b>	Assist	RFP, Review And Comment
5	Utility Survey Services	Participants	<b>Originate, Coordinate</b>	Review And Comment
6	Site Accessibility Study (including DOH Review)	Participants	<b>Originate, Coordinate</b>	Review And Comment
7	Property Acquisition	<b>Acquires</b>	Recommends For Program	Recommends For Cost
-	<b>PLANNING</b>			
8	SBA CEFP Amendments	Reviews & Approves	<b>Originates</b>	Assist
9	SD, DD & CD Design Schedule (Coordinate with SBA)	Reviews & Approves	Reviews, Comments	<b>Originates &amp; Updates</b>
10	Master Project Schedule	Reviews & Approves	Reviews, Comments	<b>Originates &amp; Updates</b>
11	Verify Existing Building Layout & Dimensions	Assists	<b>Originates</b>	Assists
12	Project Budget / Building Cost Assessment	Reviews & Approves	Reviews & Implements	<b>Originates &amp; Updates</b>
13	Monthly Project Reports	Reviews & Approves	Review	<b>Originates</b>
14	Monthly Team Meetings	Participants	Participants	<b>Conducts &amp; Records</b>
15	Project Website (if applicable)	<b>Maintains</b>	Provides Info	Provides Info & Photos
16	Program of Requirements (to be developed with the SBA Staff)	<b>Originates</b>	Implements	Reviews & Comments
17	Testing & Inspection Services	<b>Request &amp; PO</b>	Review	RFP And Review
18	Asbestos Consultant (if applicable)	<b>Request &amp; PO</b>	Tech Direction	Coordinates & Arranges
19	Commissioning Agent (if applicable)	<b>Request &amp; PO</b>	RFP & Tech Direction	Assists In Selection



20	Printing Services	Reimbursement	<b>Performs &amp; Distributes</b>	Monitors
-	<b>DESIGN</b>			
21	SD, DD & CD Design Drawings (Reference SBA Project Submission Requirements—SBA 176)	Reviews & Approves	<b>Originates</b>	Reviews & Comments
22	Document Coordination	Authorizes	<b>Originates</b>	Reviews & Comments
23	Technical Specifications Div. 2-17 (Reference SBA Project Submission Requirements)	Reviews & Approves	<b>Originates</b>	Reviews & Comments
24	Life Cycle Cost Analysis	Reviews & Approves	<b>Originates &amp; Advises</b>	Review, Comments & Cost
25	Conceptual Furnishing & Equip Layouts	Reviews & Approves	<b>Originates</b>	Reviews & Comments
26	Furnishing & Equipment Bidding Documents	Reviews & Approves	<b>Originates</b>	Bids & Coordinates
27	Technology Plan (Included with DD Phase Submission)	<b>Originates</b>	Incorporates	Reviews & Comments
28	Safe School Design Review (Reference SBA Appendix I)	Review And Comments	<b>Originates</b>	Review And Comments
29	Monthly Team Meetings	Participants	Participants	<b>Conducts &amp; Records</b>
30	SD, DD & CD Cost Estimates	Reviews & Approves	Reviews & Comments	<b>Originates</b>
31	Set DD & CD Bid Packaging	Reviews & Approves	Reviews & Comments	<b>Originates &amp; Recommends</b>
32	Value Engineering Analysis (Cost Savings)	Reviews & Approves	Reviews & Implements	<b>Originates &amp; Advises</b>
33	Agency Review Submissions (Fire Marshall, DEP, Health Dept., etc.)	Reviews	<b>Originates</b>	Assists
34	Building Permit Submissions (if applicable)	Approves	<b>Originates</b>	Assists
35	Cost & Schedule Document Constructability Review	Reviews	Reviews & Implements	<b>Originates</b>
36	Develop Bid Alternates	Reviews & Approves	Reviews & Implements	<b>Advises &amp; Recommends</b>
37	Set Bidding Schedules (Coordinate with SBA)	Reviews & Approves	Reviews & Comments	<b>Advises &amp; Originates</b>
38	General Requirements Specifications—Div. 01	Reviews & Approves	Reviews & Assists	<b>Originates</b>
39	BIM Documentation (See SBA 191)	Participates	Originates	<b>Reviews &amp; Comments</b>
-	<b>BIDDING / AWARD</b>			
40	Develop Bidders Lists	Reviews	Reviews	<b>Originates</b>



4 1	Bidding Advertisement	Publishes	Assists & Reviews	Originates
4 2	Pre Bid Meeting (Including SBA pre bid reminders)	Attends	Conducts & Records	Assists & Attends
4 3	Bid Opening	Conducts	Assists & Attends	Attend, Assist & Records
4 4	Bid Tabulations & Post Bid Forms (including submission to SBA)	Reviews & Approves	Reviews & Comments	Originates
4 5	Post Bid Evaluation Meeting	Participates & Approves	Advises & Recommends	Conducts & Recommends
4 6	Bid Recommendation for Award	Reviews & Approves	Reviews & Concurs	Originates
4 7	Construction Contracts	Reviews & Approves	Reviews & Comments	Originates
<b>CONSTRUCTION</b>				
4 8	BIM Documentation (See SBA 191)	Participates	Originates	Reviews & Comments
4 9	Pre Construction Conference	Attends	Attends & Assists	Conducts & Records
5 0	Construction Schedules	Reviews & Approves	Reviews & Comments	Originates
5 1	Construction Phasing	Reviews & Approves	Reviews & Comments	Originates
5 2	Daily On Site Observations	No Applicable Service	No Applicable Service	Conducts & Records
5 3	Monthly On Site Observations by Architect / Engineer (SBA Requirements)	No Applicable Service	Performs & Reports	Assists & Participates
5 4	Weekly Trade Coordination Meetings	No Applicable Service	No Applicable Service	Conducts & Records
5 5	Bi Weekly Progress Meetings	Attends	Attends	Conducts & Records
5 6	Monthly BIM Coordination Meetings (See SBA 191)	Participates	Attends & Participates	Conducts & Records
5 7	Pre Installation Meetings	No Applicable Service	Attends & Participates	Conducts & Records
5 8	Contractor Payment Applications	Approves & Pays	Reviews & Certifies	Receives & Recommends
5 9	Contractor Certified Payrolls	Reviews & Files	No Applicable Service	Receives & Transmits To Owner
6 0	Shop Drawings & Product Data	No Applicable Service	Reviews & Approves	Receives & Reviews
6 1	Contractor Requests for Information	No Applicable Service	Reviews & Responds	Prepares & Transmits To Architect
6 2	Decisions on Contractor Claims	Approves	Reviews, Approves & Recommends	Advises Architect
6 3	Contractor Change Requests	Approves	Reviews & Recommends	Prepares & Recommends

6 4	Contractor Time Extensions	Approves & Accepts	Reviews & Recommends	<b>Prepares &amp; Recommends</b>
6 5	Construction Defects	Participates	<b>Identifies &amp; Recommends</b>	Assists & Recommends
-	<b>CLOSE-OUT</b>			
6 6	Final Completion Checklist / Punch list	Reviews & Accepts	<b>Identifies &amp; Recommends</b>	Assists & Recommends
6 7	Project Closeout Procedures (including SBA 178)	Receives & Executes Documents	Receives & Transmits To Owner	<b>Schedules &amp; Transmits To Architect &amp; SBA</b>
6 8	BIM Documentation (See SBA 191)	Reviews & Accepts	Reviews & Confirms	<b>Receives, Confirms, &amp; Transmits to Owner</b>
-	<b>POST OCCUPANCY</b>			
6 6	11 month Warranty Follow-up	Participates & Approve	<b>Conducts</b>	Participates
6 7	Maintenance & Energy Report (SBA 179)	<b>Compile &amp; Submit</b>	No Applicable Service	No Applicable Service

SBA 189  
9/2015



School Building Authority of West Virginia  
**BUILDING INFORMATION MODELING (BIM) GUIDELINES AND STANDARDS FOR  
 ARCHITECTS, ENGINEERS, AND CONTRACTORS**  
**SBA FORM 190**

This BIM Guideline and Standard applies to School Building Authority projects funded beginning December 2015 based on the following criteria:

- Required on all new construction with a total project funding of \$10 million or greater, and on any project that has already been delivered with a BIM requirement.
- The School Building Authority goal is to implement BIM for design and construction of future SBA Funded projects as follows:
  - New School Construction Projects beginning in December 2015.
  - All New School Construction and Major Addition and Renovation Projects beginning in December 2016.
  - Implementation of BIM on all projects beginning December 2017.
  - BIM modeling information data provided to the owners for use in their preventative maintenance data bases state wide by 2019.

For more information and updates on SBA BIM guidelines and standards, please visit our website: <http://www.sba.wv.gov/>

**1. General Requirements**

**1.1. Objectives and Application—Architecture and Engineering Design Professionals**

*Note: The Design Professionals are responsible for the development of all design models to Level300 as outlined in the most current "BIMFORUM Level of Document Specification."*

**2. Model Quality**

**2.1. The Design Team shall establish and use in house modeling quality control guidelines and exchange protocols. Good BIM practices may include, but are not limited to:**

- Use of element and component objects that embed the best practices of the firm.
- Maintenance of parametric linkages within the model at all times.
- The building envelope needs to be "air tight" and correct to help support energy modeling activities and simulations.
- Use industry standard defined nomenclature for objects and spaces. (IFC, COBie)
- Use appropriate and interoperable viewing, checking, and output file formats

**2.2. The SBA reserves the right to request and obtain a written copy of these policies.**

**2.3. Interference test(s) must be performed on the following:**

	<b>Interference Test(s):</b>	<b>Software with this function:</b>	<b>Authoring Software for final check:</b>
<b>M&amp;P Model</b>	<b>Duct vs Duct Pipe vs Pipe Duct vs Pipe Duct vs Struet Duct vs Elee Duct vs Ceilings</b>	<b>Revit BIM Glue Navisworks Manage</b>	<b>Navisworks Manage</b>

	<b>Mech Equip vs (all)</b>		
<b>Elec Model</b>	<b>Elec vs Duct</b> <b>Elec vs Pipe</b> <b>Elec vs Struet</b> <b>Elec vs Fire Protection</b> <b>Lights vs Duct</b> <b>Lights vs Pipe</b> <b>Elec Equip vs (all)</b>	<b>Revit</b> <b>BIM Glue</b> <b>Navisworks Manage</b>	<b>Navisworks Manage</b>
<b>Structural</b>	<b>Struet vs Duct</b> <b>Struet vs Pipe</b> <b>Struet vs Elec</b>	<b>Revit</b> <b>BIM Glue</b> <b>Navisworks Manage</b>	<b>Navisworks Manage</b>
<b>Architectural</b>	<b>Ceiling vs Duct</b>	<b>Revit</b> <b>BIM Glue</b> <b>Navisworks Manage</b>	<b>Navisworks Manage</b>
<b>*Federated Model In Navisworks</b>	<b>M&amp;P vs Struet</b> <b>Elec vs Struet</b> <b>M&amp;P vs Elec</b> <b>Duct vs Ceilings</b>	<b>Navisworks Manage</b>	<b>Navisworks Manage</b>

*\*Federated model is all of the project 3D models (A, M, E, P, S) merged together in proper orientation.*

### 3. Design Team Deliverable Schedule and Milestones

The submittal schedule along with the milestones for any given project is listed below:

<b>Model Name:</b>	<b>Model Content:</b>	<b>Project Phase:</b>	<b>Reviewing Company:</b>	<b>Authoring Tool:</b>
Design-Intent Coordination Models	Architectural, Civil, Structural, and MEP components of main building and other associated structures (as necessary for proper construction coordination and assembly of building systems/components): (as specified under AIA-E203 LOD 100 (Landscape), LOD 200 (Civil) and LOD 300 (Arch/Struet/MEP)	Design Development and Construction Documents	Architect, Civil Engineer, Structural Engineer, MEP Engineer, Other Consultants as needed	Autodesk® Revit® software, other programs to be submitted for approval to A/E and CM: (Current Versions)

Architectural Model	Architectural components of main building and other associated structures (as necessary for proper construction coordination and assembly of building systems/components). (as specified under AIA E203 LOD 300)	Design Development and Construction Documents	Architect	Autodesk® Revit® software; other programs to be submitted for approval to A/E and CM. (Current Versions)
Structural Model	Structural components of the proposed building, including foundations, basic connections (steel detailing by Prime Contractor), framing details, and associated elements that are designed by the Structural Engineer. (as specified under AIA E203 LOD 300)	Design Development and Construction Documents	Structural Engineer	Autodesk® Revit Structure® software; Tekla Structures; Bentley Structural Modeler; other programs to be submitted for approval to A/E and CM. (Current Versions)
M/E/P/R/FP Model(s)	M/E/P/R/FP system components of the existing building design, including objects, elements that are designed by the M/E/P/R/FP Engineer(s). (as specified under AIA E203 LOD 300)	Design Development and Construction Documents	MEP Engineer, Other Consultants as needed	Autodesk® Revit MEP® software; other programs to be submitted for approval to A/E and CM. (Current Versions)

Milestone	Deliverable
Conceptualization Phase	Architectural Massing Model
Schematic Design Phase	Architectural Model

	Initial Collision Report
	Square Foot Cost Analysis (Upon Request)
Design Development	Architectural Model
	MEP Model or Models
	Structural Model
	Discipline Collision Report
	Program Validation
Construction Documents	Architectural Model
	MEP Model or Models
	Structural Model
	Pre-Bid Collision Report

#### 4. Design Phase Application—Architecture and Engineering Design Professionals

##### 4.1. Schematic Design Phase (Criteria Design)

###### 4.1.1. General

The Design Team may use any method to begin the design process but shall be using a BIM authored model(s) by completion of this phase. All information needed to describe the schematic design shall be graphically or alphanumerically included in and derived from these models. The SBA expects the Design Team to use analysis tools, static images and interactive 3D to describe the design concepts. Deliverables are required as stated in Section 3.

###### 4.1.2. Program and Space Validation

The Design Team shall use the BIM Authoring software or other analysis tools to compare and validate stated program requirements (normally provided by the SBA and the County Board of Education) with the actual design solution. The following shall be developed automatically from the building information model:

- Assignable Areas (ASF) and Non-assignable Areas (NaSF) measured to inside face of wall objects and designated boundaries of areas.
- Gross Area (GSF) measured to the outside face of wall objects.

##### 4.2. Design Development Phase (Detailed Design)

###### 4.2.1. General

The Design Team shall continue development of their Building Information Model. Parametric links shall be maintained within the models to enable automatic generation of plans, sections, elevations, custom details and schedules as well as 3D views. All information needed to describe the “detailed design” shall be graphically or alphanumerically included in and derived from these models only, except for the Specifications. All documentation of the models happening outside of the BIM Authoring software, must be linked to all other documentation created creating one cohesive model from all sources of information. The quality of the models shall be as stated in Section 2.3.



#### 4.2.2. Architectural Systems

The model should include the following architectural elements to a level that defines the design intent and accurately represents the design solution:

- New interior and exterior walls including but not limited to:
  - Doors, windows, openings
  - Interior and exterior soffits, overhangs, sun control elements
  - Parapets, screening elements
  - Architectural precast

*All finishes need to be included within the wall type regardless of the thickness of the finish*
- Floor, ceiling and roof systems including but not limited to:
  - Appropriate structural items listed below if not provided by the structural engineer and integrated into the architectural model for coordination and document generation.
  - Insulation, ceiling systems, and floor are to be included.
  - Roof, floor and ceiling slopes, if needed, shall be modeled.
  - Soffits, openings, and accessories will also be modeled.
- Elevators, stairs, and ramps (including railing systems)
- Fixtures, and equipment (if not provided by others and integrated into the architectural model for coordination and document generation.)
  - Specialty equipment (food service, medical, etc)
  - Model mechanical, electrical and plumbing items that require architectural space (toilets/sinks/etc), require color/finish selection (louvers, diffusers, etc.) or affect 3D visualization (lighting fixtures) unless provided by engineers.
- Clearance zones for access, door swings, service space requirements, gauge reading, and other operational clearance must be modeled as part of all equipment and checked for conflicts with other elements. These clearance zones should be modeled as invisible solids within the object.

#### 4.2.3. Structural Engineering

The model should include the following structural elements:

- Foundations such as:
  - Spread Foundations
  - Caisson Foundations
  - Pile Foundations
  - Mat Foundations
  - Load bearing Wall Foundations
- Framing such as:
  - Steel Columns (with correct shape and size)
  - Steel Floor C-Joists
  - Open Web Joists
  - Joist Girders
  - Steel Beams (with correct shape and size)
  - Precast Concrete Elements (Hollow Core Plank may be modeled as a slab unless the hollow core is being used for mechanical systems and coordination with those systems needs to occur)
  - Cast In Place Concrete Elements
  - Floors including overall extents and openings

- Model overall thickness of wood floor systems
- Wood Posts/Column
- All other Joists
- Wood Trusses
- Solid Wood or Laminated Beams
- Wall Types including openings
  - Load Bearing Walls for calculations only (Masonry, Concrete, Cold-Formed Steel, and Wood)
  - Model overall thickness of Cold-Formed Steel and Wood Stud walls (individual members may be modeled at the Design Team's option)
  - Structural Foundation Walls including brick ledges
- These items may be modeled at the Design Team's option:
  - Steel reinforcing in concrete
  - Embeds in concrete
- Miscellaneous Steel
  - Angles for openings, deck bearing, etc.
  - Channels for mechanical units needed for coordination reviews between structural and mechanical
  - Lintels (unless considered a major member)

#### 4.2.4. HVAC Systems

The model should include the following HVAC elements at a minimum:

- Equipment
  - Fans, VAV's, compressors, chillers, cooling towers, air handlers etc.
- Distribution
  - Supply, return, exhaust, relief and outside air ductwork modeled to outside face dimension or duct insulation (whichever is greater)
  - Diffusers, grilles, louvers, hoods, radiant panels, perimeter units, wall units
- Pipes 3/4" diameter and larger, include any insulation in model. *Unless otherwise noted and approved by the BIM Execution Plan.*
- Clearance zones for access, door swings, service space requirements, gauge reading, and other operational clearance must be modeled as part of the HVAC equipment and checked for conflicts with other elements. These clearance zones should be modeled as invisible solids within the object.

#### 4.2.5. Electrical Systems

The model should include the following electrical elements at a minimum:

- Power and Telecommunications
  - Interior and exterior transformers, emergency generators, and other equipment
  - Main and distribution panels and switchgear including access clearances
  - Main IDF's
  - Feeders, cable trays, and conduit larger 3/4" diameter and larger. *Unless otherwise noted and approved by the BIM Execution Plan.*
- Lighting
  - Permanently mounted lighting fixtures (moveable, plug-in fixtures need not be modeled as part of the electrical package unless needed for plug load



calculations or for estimating purposes within a loose furnishings package.  
Should be discussed and agreed upon within the BIM Execution Plan)

- Ceiling Mounted Lighting Controls
- Junction Boxes
- Fire Alarm and Security Systems
  - Input devices
  - Notification devices
  - Associated equipment and access clearances
  - Permanently mounted fixtures
- Building Controls
- Clearance zones for access, door swings, service space requirements, gauge reading, valve clearances, installation and other operational clearances must be modeled as part of the electrical equipment for collision checking. These clearance zones should be modeled as invisible solids within the object.

#### 4.2.6. Plumbing and Fire Protection

The model should include the following plumbing and fire protection elements at a minimum:

- Waste and Vent Piping sized at 3/4" diameter and larger, includes any insulation in model. *Unless otherwise noted by the BIM Execution Plan.*
  - Roof and floor drains, leaders, sumps, grease interceptors, tanks, water treatments and other major items.
- Supply Piping 3/4" diameter and larger, includes any insulation in model. *Unless otherwise noted and approved by the BIM Execution Plan.*
  - Domestic Booster Pumps
- Fixtures: sinks, toilet fixtures, water tanks, floor sinks
- Fire protection
  - Sprinkler lines 3/4" diameter and larger
  - Sprinkler heads, Fire Protection Pumps
  - Stand pipes, wall hydrants, fire department connections, risers, including valve clearances
- Clearance zones for access, service space requirements, gauge reading, valve clearances, installation and other operational clearances must be modeled as part of the plumbing and fire protections system and checked for conflicts with other elements. These clearance zones should be modeled as invisible solids within the object.

#### 4.3. Construction Documents Phase

##### 4.3.1. General

The Design Team shall continue development of the models created in the Design Development Phase. Parametric links should be maintained within the respective models to enable automatic generation of all plans, sections, elevations, custom details, schedules and 3D views. All information needed to describe the "Execution documents" shall be graphically or alphanumerically included in and derived from these models only. Specifications are not required to be linked within the models. Model quality shall be as stated in Section 2.

#### 4.3.2. Pre-Bid Collision Reports

See section 2.3.

Submit at 95% Construction Document Submittals

#### 4.4. Bidding Phase

##### 4.4.1. General

The Design Team shall update the models with all addendum, accepted alternates and/or value enhancement proposals. Upon completion of these updates, the design team shall reevaluate the collision report and resolve any and all conflicts prior to construction.

##### 4.4.2. Contractor Bidding

Contractors who are bidding on this project are to review the BIM Execution Plan, and the SBA Building Information Modeling (BIM) Guidelines and Standards for Architects, Engineers, and Contractors before bidding. Contractor will follow the guidelines and requirements as set forth by the BIM Execution Plan.

##### 4.4.3. Construction Documents Deliverable

Ten days after the project is awarded for construction, the Design Team shall submit to the Construction Manager's/Contractor's Office one set of the Construction Document Deliverables. This deliverable shall consist of CAD files representing every sheet in the Bid Documents. Each sheet is to have its own unique file. Native word processing files (Word or WordPerfect) for all specifications shall also be included. Any addenda files in their native format shall also be included. Final payment for services rendered during the bidding phase is contingent upon approved acceptance of these documents.

#### 5. Objectives and Application—Construction Team Members

*Note: All Prime Contractors are responsible for the development of all construction models to Level 400 as outlined in the "BIMFORUM Level of Development Specification." When applicable, models shall be forwarded to the construction manager for coordination and incorporation in to As-Built Drawings.*

#### 5.1. Construction Phase

##### 5.1.1. General

The Design Team is expected to continuously maintain and update the design intent model(s) with changes made from official Construction Change Directives. As built mark-ups shall be maintained on site by the Contractor(s) during construction. At an interval that is decided within the BIM Execution plan or at minimum once a month during construction the updated design intent model will be published and posted to the "cloud" based project collaboration site for each project.

Model Name:	Model Content:	Project Phase:	Reviewing Company:	Authoring Tool:
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Overall Construction Coordination Model(s)	Coordinated Design-Intent Model through Clash Detection sessions, includes Site Logistics and phasing (optional), 4-D scheduling (optional); model will be populated with O&M information as a deliverable to Owner. (as specified under AIA E203 LOD 400)	Construction Documents and ongoing through Construction Phase	A/E to deliver Design-Intent Models at outlined LODs to <b>CM</b> . <b>CM</b> becomes model owner during construction coordination process. <b>Prime Contractors</b> model their respective scopes of work in 3D and produce coordination models.	Autodesk Revit, Autodesk Navisworks, Microsoft Project, Primavera P6, other programs to be submitted for approval to A/E and CM. (Current Versions)
Prime/Subcontractor Coordination Model(s)	All specific components of the <b>Prime/Subcontractor</b> 's scope of work to interface with the Construction Coordination Model; models are developed by <b>Primes/Subs</b> and coordinated by the <b>Lead Contractor (HVAC)</b> and <b>CM</b> . (as specified under AIA E203 LOD 400). <b>Primes/Subs</b> required to submit models are: <b>Structural Steel, HVAC, Electrical, Plumbing, Fire Protection, Geothermal (coordinate paths and locations in 3D), Technology (coordinate paths and locations in 3D)</b> .	Construction Documents and Contractor Coordination Meetings	Models created and presented by each <b>Prime/Subcontractor</b> , models managed by <b>Lead Contractor (HVAC)</b> and <b>CM</b> ; <b>A/E</b> participates as needed during coordination. <b>HVAC Contractor is Lead Prime for Navisworks Manage 3D coordination.</b>	Autodesk Civil 3D, Autodesk Revit Structure, Autodesk Revit MEP, Autodesk Navisworks, other programs to be submitted for approval to A/E and CM

Milestone

Deliverable

Construction Phase (Contractor)	Discipline Specific Coordination Models
	Shop Drawing Models (If Applicable)
	Fabrication Models
	As-Built Markups (3D dwf/pdf or 2D dwf/pdf format)
	Scheduling and Phasing Models
Construction Phase (Design Team)	Current As-Built Models for Each Discipline

Team Responsible:	Detailed Special Instructions:
Construction Manager, BIM 3D Construction Coordination through Navisworks Manage 2016 (NAV)	The BIM 3D Construction Coordination Process will be managed by the Construction Manager and assisted by the CM, HVAC Contractor, the Architect and their consultants (A/E). The CM will coordinate 3D information as submitted by the prime/subcontractors using Autodesk Navisworks Manage 2016. The HVAC Contractor will be the Lead Contractor responsible for the physical coordination of the Prime Trade Contractors' 3D models using Navisworks Manage 2016, with oversight from the CM. The CM is responsible for overseeing construction coordination and clash detection only; The CM will not provide design work or modeling work to assist prime/subcontractors. Prime/subcontractors are required to submit 3D model information that is generated from/based off of their 2D coordination drawings, which is a required submittal for this project. Prime/subcontractors are required to participate in BIM Coordination Meetings with the CM and A/E. Primes/subcontractors must supply their coordination drawings in a 3D format as listed in the above specifications. If the Prime/subcontractor utilizes a 3 <sup>rd</sup> party consultant for their coordination drawings, said consultant is required to attend coordination meetings with the CM and A/E.
Construction Manager (CM)	The CM shall assess with receiving necessary photos, issues and descriptions to generate RFI's for the submission to the project architect.

#### 5.1.2. Construction Models

##### 5.1.2.1. — General

These models could include fabrication models, coordination models, or shop drawing models. These models will now be referred to as the Construction Models.

##### 5.1.2.2. — Modeling Requirements

The Construction Models should reflect the exact geometric properties of the materials and/or systems being submitted. These models should reflect the exact material properties and performance data.

##### 5.1.2.3. — Deliverables

All Prime Contractors shall submit all models to the Construction Manager/Contractor in both a Navisworks format and a 3D DWF format. These models should be updated after each project coordination meeting or as changes occur in the field during construction.

### 5.1.3. Coordination Meetings

#### 5.1.3.1. General

The contractor shall submit a plan to the Owner for review, prior to the start of construction that outlines the process for concurrent as built documentation. Concurrency is mandated. Methods for recording as built information are left to the discretion of the contractor. Potential options include traditional methods, and/or periodic laser scanning of completed or partially completed primary systems coordinated with the sequence of construction. Primary systems fall into two categories:

Primary Architectural Systems include, but may not be limited to: Partition systems with structure, flooring systems, major HVAC, piping, sewerage and /or conduit systems, partition systems with bulkheads, partition systems with expansion control, vertical transportation systems with primary engineering systems, horizontal ceiling systems with window openings, bulkheads, partitions, lighting, fire protection and HVAC outlet locations, exterior skin systems with window openings, structure, roof edge conditions, parapets, roof penetrations, and equipment locations.

Primary Engineering Systems include, but may not be limited to: structural framing, primary HVAC duct runs, primary fire protection main runs, primary electrical conduits (larger than 3/4" diameter), ceiling grid layouts, primary data, audio/visual, security and communication distribution systems (cable trays, etc.).

#### 5.1.3.2. Projects With Active BIM Models at the Start of Construction

If BIM models are provided by the A/E at the start of construction, the contractor shall use those models in support of the objectives noted in 4.6.4.2.

#### 5.1.3.3. Coordination With The Design Team, Construction Manager, and Owner

On no less than a biweekly basis the contractor shall include the project model manager, (architect's or other) in a coordination established for the purpose of assessing and / or executing FM/PM data transfers from the construction process into the model. The data transfer shall be coordinated with the Owner representative and the architect's model manager (when feasible) and be based on the FM/PM objectives as defined in the BIM Execution Plan and project program.

#### 5.1.3.4. Deliverables

Coordination files should be created at all critical coordination milestones. This record format will document a coordinated section of the model, either by area of the building or between specific critical trades. The Collision report showing all applicable collisions as either Approved or Resolved along with the coordination file shall be uploaded together to "cloud" based project collaboration environment. A text document shall also be uploaded which describes and references the approved



coordination file with respect to what has and has not been coordinated. These deliverables shall be provided to the Construction Manager for verification.

#### 5.1.4. Collision Reports

The Contractor is to utilize software designed to provided collision reporting. Collision reports from the software should be published weekly in a standard XML, HTML, or Text format. These reports shall include the following information at a minimum:

- Description of Collision Report
- Date of Collision Report Run
- List of all Collisions detected, their status, and their proposed solution.

#### 5.1.5. Concurrent As-Built

##### 5.1.5.1. General

The contractor shall maintain concurrent as-built documentation monthly. Concurency is maintained and is subject to progress payments. Primary systems include, but may not be limited to: structural framing, primary HVAC duct runs, primary fire protection main runs, primary electrical conduits (3/4" diameter and larger), ceiling grids layouts.

#### 5.2. Project Close-Out

Milestone	Deliverable
Project Close-Out (Design Team)	As-Built Models
	Record Document Project Drawings (.pdf format)
	Record Document Drawings (3 sets on paper)
Project Close-Out (Contractor)	Scanned Field Set Drawings—As-Built (.tif format)
	O&M Manuals (paper/.pdf/excel format)
	Coordination Models in their native file format

##### 5.2.1. Design Team As-Built

The Design Team shall update their respective models with contractor recorded changes (Record Documents). Republish record documents in paper, .dwg and .pdf formats.

##### 5.2.2. Contractor Record Documents

The contractor shall submit one set of paper as-built drawings (Record Documents) at substantial completion.

##### 5.2.3. O&M (Operations & Maintenance) Manuals

The Construction Manager/Contractor shall submit the following information to the County Board of Education—two paper copies in binders of the O&M Manuals: (1) the make, model and serial number of each piece of installed equipment, (2) the location of any equipment installed in the building, and (3) manufacturer's documents including cut sheets,



installation instructions, and recommend maintenance tasks, testing or other reports. An electronic format of the O&M manuals shall also be submitted along with the paper copies, the format shall be color PDF and native Excel files (at substantial completion).

#### 5.2.4. Project As-Built and Record Document Deliverable Matrix

The following matrix outlines the various As-Built and Record Documents deliverables that are required with the associated responsible parties.

Deliverable	Responsible Party	Quantity	Format	Due Date
Operations & Maintenance Manuals (O&M)	CM, C	2 sets	binders	At Substantial Completion
As-Built BIM Model(s) — By Contractor, Construction Manager	CM, C	1 set	.rvt	Prior to Final Payment

#### Responsible Parties

C — Contractor

CM — Construction Manager (On multiple prime projects where a CM is used, the CM shall be responsible for the above listed items)

#### 6. Ownership and Rights of Data

The Architect has ownership of all CAD files, BIM Models, and Facility Data developed for the Project through the completion of Construction. At the end of Construction, The SBA and/or the County Board of Education has ownership of all CAD files, BIM Models, and Facility Data developed for the Project. The SBA and/or County Board of Education may make use of this data following any deliverable.

#### 7. Terminology

##### A

##### As-Built Documents

As-built documents are the collection of paper drawings or electronic drawings that typically reside in the contractor's onsite trailer that contain mark-ups, annotations, and comments about changes that have been made to the contract documents during the construction phase.

##### As-Built Model

Design Intent Models that have been updated throughout the construction process. These changes and updates have been communicated from the Contractor to the Design Team through the comments, annotations, and mark-ups from the As-Built Documents. These typically, but not always, are discipline specific models.

##### B

##### BIM Execution Plan (BEP)

A plan that is created from the School Building Authority's BIM Execution Plan Template that is to be submitted thirty (30) days after contract award. The BEP helps to define roles and responsibilities within a project team.

## D

### Design Team

The Design Team is considered to be the Architect and all of the consultants that provide design services for a project. These design services can be rendered at any time during the project.

### .DWF

.DWF is a file type that was developed by Autodesk to be locked file for drawing sheets and model data. It can be used as a file transfer for estimating data, markups, and other third party software. It can be a combination of 3D and 2D information within the same file.

### .DWG

.DWG is a native AutoCAD file format. It is a widely used file format for exchanging drawing information and 3D information to different programs. While not a database file type, it still has lots of uses for exchanging information.

## L

### LEED

The Leadership in Energy and Environmental Design (LEED) Green Building Rating System is a suite of standards for environmentally sustainable construction. Based on a point system, a building can achieve different ratings based on the performance of the design, construction, and operation of the building.

## N

### Navisworks

Navisworks is software that allows for the viewing of multiple model formats. This ability to "view" these files also allows for Navisworks to simulate the interaction between model files. That includes collision reporting, time lining, and coordination.

### .NWC

An .NWC file is a Navisworks Cache File that is used by Navisworks to quickly read many other file types. All linked files in Navisworks have an .NWC file created automatically. In addition, Revit will export directly to the very small file type of .NWC for quick access by Navisworks.

### .NWD

A much larger file than the .NWC, the .NWD file shows a snapshot in time of a Navisworks file. No linked files exist but all geometry is included.

### .NWF

The .NWF file is a native Navisworks file which has all linked files, clashes, markups, animations, schedules, etc.

## O

### Open Architecture

Open Architecture is a concept of creating a framework that helps to describe a common set of rules for how a project is created. This includes what types of software, the interoperability of the information, and how the participants interact with each other. This is different than open standards because it promotes progress without anchoring forward thinkers to a rigid standard.

## P

### Phases

The phases of a project can be describe in two different ways as the adoption of IPD terminology starts to penetrate the BIM Execution Plan and the IPD Methodology Plan. Below is a list of the traditional names followed by the IPD name:

- Pre Design/Conceptualization Phase
- Schematic Design/Criteria Design Phase
- Design Development/Detailed Design Phase
- Construction Documents/Implementation Phase

## R

### Record Drawing

The production of Record Drawings is the capturing of the As-Built Document's annotation, comments, and mark-ups in a drawing format only. This does not typically include the updating of any models.

### .RVT

An .RVT file is a native REVIT file type. It is also the deliverable file format for all projects. This includes all of the Design Team's models.

School Building Authority of West Virginia  
BUILDING INFORMATION MODELING (BIM)  
EXECUTION PLAN  
SBA FORM 191

**Section 1: General**

**1.0 Alignment with Organizational Vision**

In the space provided below, read our organizational vision statement and see how the implementation of BIM technologies can enhance your business.

<b>Organization Vision Statement:</b>
The SBA embraces BIM (Building Information Modeling) as a core best practice for ensuring the very highest return on investment over the entire lifetime of a facility, continuing to pay dividends long after the last milestone in the design and construction phases have been completed.
<b>BIM Enhances Vision:</b>
<b>Building Information Modeling (BIM)</b> is the process of generating and managing building data during its life cycle. Typically it uses three dimensional, real time, dynamic building modeling software to increase productivity in building design and construction. The process produces the <b>Building Information Model</b> (also abbreviated BIM), which encompasses building geometry, spatial relationships, geographic information, and quantities and properties of building components.
<b>BIM Alters Vision:</b>
<b>BIM</b> technologies allow for enhanced collaboration across the board in the CM Agent, Design-Build and Integrated Project Delivery (IPD) project delivery methods.

**1.1 Project Description**

Enter key information about the project below. Include the project name, owner's project number, address, project description, and areas of the project that will and will not be modeled.

<b>Project Name:</b>	
<b>CM Project Number:</b>	
<b>Project Address:</b>	

<b>Project Description:</b>	
<b>Areas Modeled:</b>	
<b>Purpose of BIM Implementation:</b>	<p>The purpose for BIM Implementation on this project is to allow for enhanced coordination of the project design through construction operations to achieve a more efficient process. The BIM process serves to allow for visualization of design and construction elements, increase communication between the design team and the construction team, more accurate coordination of installed systems and components, reduction in errors and oversights normally found in field conditions and miscoordination, and a higher quality installation of product and deliverable as built for record for the Building Owner.</p>

## 1.2 Project Goals and Objectives

Below, are some objectives for using BIM and collaborative project management technology and processes on this project. Also note how you will measure the achievement of each objective, and its target time frame.

<b>Project Goal:</b>	<b>Objective:</b>	<b>Achieved If:</b>	<b>Projected Timeframe:</b>
Successful coordination of all building systems using Autodesk Navisworks Manage Software during the Construction Coordination Process	Require MEP Primes/Subs to produce 3D models for coordination process; streamline coordination from traditional paper drawing method	MEP systems are effectively coordinated when installed, systems are installed on time per the project schedule	Per the Project Schedule

BIM deliverable to the Owner is a data rich model used for O&M information/ learning tool for Owner to use with students/faculty	A/E develops coordinated design intent model, CM populates construction coordination model with O&M info as submitted and installed by Prime/Subcontractors	Construction Coordination Model is delivered to Owner for use by FM staff at Project Closeout	Per the Project Schedule
Development of coordinated, successful BIM process and BIM model between the Construction Manager and the Project Team	Creating standards and protocols to efficiently collaborate between the A/E and CM team resulting in a project delivery method that improves schedule durations, increases productivity, and reduces costs	BIM process can be duplicated in an efficient manner for the next project; BIM model is accurate representation of new building and its components	Design Phase through Project Closeout

### 1.3 Project Phases/Milestones

In the table below, outline the phases of your project, their estimated start dates, and the stakeholders involved:

<b>Project Phase/Milestone:</b>	<b>Estimated Start Date:</b>	<b>Estimated Completion Date:</b>	<b>Project Stakeholders Involved:</b>
Early Site CD Package Complete	TBD	TBD	Owner, A/E, CM
Early Site Pkg Bid/Award	TBD	TBD	Owner, A/E, CM, Prime Trade Contractors
Site Construction	TBD	TBD	Owner, A/E, CM, Prime Trade Contractors
Entry/Structural Steel CD Package Complete	TBD	TBD	Owner, A/E, CM
Entry/Structural Pkg Bid/Award	TBD	TBD	Owner, A/E, CM, Prime Trade Contractors
Entry/Structural Pkg Construction	TBD	TBD	Owner, A/E, CM, Prime Trade Contractors



Building CD Package Complete	TBD	TBD	Owner, A/E, CM
Building Pkg Bid/Award	TBD	TBD	Owner, A/E, CM, Prime Trade Contractors
Building Package Construction	TBD	TBD	Owner, A/E, CM, Prime Trade Contractors
Punchlist	TBD	TBD	Owner, A/E, CM, Prime Trade Contractors
Substantial Completion	TBD	TBD	Owner, A/E, CM, Prime Trade Contractors
Punchlist, FFE and Closeout	TBD	TBD	Owner, A/E, CM, Prime Trade Contractors
Final Completion	TBD	TBD	Owner, A/E, CM, Prime Trade Contractors
			<i>*(all dates subject to change based on Project Schedule revisions as determined by Project Team)*</i>

## Section 2: Design/Construction Documents

### 2.0 Model Managers/Collaboration Team

List the major members for your project below.

Contact Name:	Role/Title:	Company:	Email:	Phone:
	Project Architect			
	Mechanical Eng.			
	Electrical Eng.			
	Structural Eng.			

	Fire Protection			
	Civil Eng.			
	Construction Manager			
	Prime Contractor			
	Prime Contractor			
	Prime Contractor			
	Construction Manager			
	Coordination Manager			
	Mech. Contractor Model Manager			

## 2.1 Planned Models / Reviewing

In the table below, outline the models that will be created for the project. List the model name, model content, project phase at which the model will be delivered, the model's authoring company, and the model authoring tool to be used. For models that will not be used or created in your project, just leave the row blank; add rows for any model types you anticipate a need for that are not already listed.

Model Name:	Model Content:	Project Phase:	Reviewing Company:	Authoring Tool:
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Design-Intent Coordination Models	Architectural, Civil, Structural, and MEP components of main building and other associated structures (as necessary for proper construction coordination and assembly of building systems/components). (as specified under AIA E203 LOD 100 (Landscape), LOD 200 (Civil) and LOD 300 (Arch/Struct/MEP)	Design Development and Construction Documents	Architect, Civil Engineer, Structural Engineer, MEP Engineer, Other Consultants as needed	Autodesk® Revit® software, other programs to be submitted for approval to A/E and CM. (Current Versions)
Architectural Model	Architectural components of main building and other associated structures (as necessary for proper construction coordination and assembly of building systems/components). (as specified under AIA E203 LOD 300)	Design Development and Construction Documents	Architect	Autodesk® Revit® software, other programs to be submitted for approval to A/E and CM. (Current Versions)
Structural Model	Structural components of the proposed building, including foundations, basic connections (steel detailing by Prime Contractor), framing details, and associated elements that are designed by the Structural Engineer. (as specified under AIA E203 LOD 300)	Design Development and Construction Documents	Structural Engineer	Autodesk® Revit Structure® software, Tekla Structures, Bentley Structural Modeler, other programs to be submitted for approval to A/E and CM.

				(Current Versions)
M/E/P/R/FP Model(s)	M/E/P/R/FP-system components of the existing building design, including objects, elements that are designed by the M/E/P/R/FP Engineer(s). (as specified under AIA E203 LOD-300)	Design Development and Construction Documents	MEP Engineer, Other Consultants as needed	Autodesk® Revit MEP® software; other programs to be submitted for approval to A/E and CM. (Current Versions)
Overall Construction Coordination Model(s)	Coordinated Design-Intent Model through Clash Detection sessions, includes Site Logistics and phasing (optional), 4-D scheduling (optional); model will be populated with O&M information as a deliverable to Owner. (as specified under AIA E203 LOD-400)	Construction Documents and ongoing through Construction Phase	A/E to deliver Design-Intent Models at outlined LODs to CM. CM becomes model owner during construction coordination process. <b>Prime Contractors</b> model their respective scopes of work in 3D and produce coordination models.	Autodesk Revit, Autodesk Navisworks, Microsoft Project, Primavera P6, other programs to be submitted for approval to A/E and CM. (Current Versions)
Prime/Subcontractor Coordination Model(s)	All specific components of the <b>Prime/Subcontractor</b> 's scope of work to interface with the Construction Coordination Model; models are developed by <b>Primes/Subs</b> and coordinated by the	Construction Documents and Contractor Coordination Meetings	Models created and presented by each <b>Prime/Subcontractor</b> ; models managed by <b>Lead Contractor (HVAC)</b> and <b>CM</b> ; A/E participates as needed during coordination. <b>HVAC Contractor is Lead Prime for</b>	Autodesk Civil 3D, Autodesk Revit Structure, Autodesk Revit MEP, Autodesk Navisworks, other

	<b>Lead Contractor (HVAC) and CM.</b> (as specified under AIA E203 LOD 400). <b>Primes/Subs required to submit models are:</b> <b>Structural Steel, HVAC, Electrical, Plumbing, Fire Protection, Geothermal</b> (coordinate paths and locations in 3D), <b>Technology</b> (coordinate paths and locations in 3D).		<b>Navisworks Manage 3D coordination.</b>	programs to be submitted for approval to A/E and CM
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## 2.2 Model File Naming Structure

List the structure for all model file names: Project name, Trade, Model owner, Date, Revit Version.

<b>Model File Names:</b>
<i>(Examples): NAMEOFSCHOOL_ARCH_FIRMNAME_9-28-2015_R16</i>

## 2.3 Model Reference Coordination

Check the box for the reference positioning for this project in the table below. Share this with the project team.

Reference Positioning:	0,0,0	Auto—Origin to Origin	Auto—Shared Coordinates
Select One	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

## 2.4 Link Model Matrix

Check the box for the models that will be linked into your authoring software model during design below.

3D Models	Architectural	M&P	Electrical	Structural	Fire Protection	Civil
Architectural	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
M&P	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Electrical	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Structural	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Fire Protection	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Civil	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

## 2.5 Steps to a "Clash Free Model"

Below is a chart to which you can follow to run an "Interference Check" or "Clash Detective" during the design phase. **Run this feature as often as possible.**

	Interference Test(s):	Software with this function:	Authoring Software for final check:
M&P Model	Duct vs Duct Pipe vs Pipe Duct vs Pipe Duct vs Struct Duct vs Elec Duct vs Ceilings Mech Equip vs (all)	Revit BIM Glue Navisworks Manage	Navisworks Manage
Elec Model	Elec vs Duct Elec vs Pipe Elec vs Struct Elec vs Fire Protection Lights vs Duct Lights vs Pipe Elec Equip vs (all)	Revit BIM Glue Navisworks Manage	Navisworks Manage
Structural	Struct vs Duct Struct vs Pipe	Revit BIM Glue	Navisworks Manage



	<b>Struct vs Elee</b>	<b>Navisworks Manage</b>	
<b>Architectural</b>	<b>Ceiling vs Duct</b>	<b>Revit BIM Glue Navisworks Manage</b>	<b>Navisworks Manage</b>
<b>*Federated Model In Navisworks</b>	<b>M&amp;P vs Struct Elee vs Struct M&amp;P vs Elee Duct vs Ceilings</b>	<b>Navisworks Manage</b>	<b>Navisworks Manage</b>

*\*Federated model is all of the project 3D models (A, M, E, P, S) merged together in proper orientation.*

## 2.6 Precision and Dimensioning

In the table below, enter which items' placement will not be considered entirely accurate and should not be relied on for placement or assembly (from the Design Intent Model):

<b>Items Not to be Considered Accurate for Dimensioning or Placement:</b>

## 2.7 Exclusions

List the objects to be excluded from the design intent models in the table below:

<b>Items to be Excluded from the Coordinated Design Intent Model (issued for Bidding):</b>

## 2.8 Contract Documents

Place an "X" by the models that will be considered part of the contract documents in the table below:

<b>Models to be Considered Part of Project Contract Documents:</b>
--

<input type="checkbox"/> <b>A/E Coordinated Design Intent Model</b> (represents the project bidding documents).
<input type="checkbox"/> <b>Prime/Subcontractor Coordination Models</b> will be used for Construction Document Coordination, but are still required to submit hard copy of 2D coordination drawings and 2D As-Built Drawings per their Contract Requirements. 3D Coordination Models are required for the BIM Coordination process as per the Project Contract Documents. <i>*Prime/Subcontractor coordination models are required to meet LOD400 requirements.</i>
<input type="checkbox"/> <b>Federated (combined) Construction Coordination Model</b> with O&M information turned over to the Owner as per the Project Contract Documents (does not require As-Built conditions, RFIs, ASIs, and other changes made during construction to building elements). This model does not replace As-Built hard copy drawings for Record. <i>*This model is the product of the HVAC Contractor's successful BIM coordination with all other Prime Trade Contractors.</i>
<input type="checkbox"/> <b>As-Built Construction Model</b> with O&M information embedded into the modeling elements. This model is turned over to the Owner as per the Project Contract Documents. Model includes Architectural revisions (made by the A/E) based on RFIs, ASIs, field changes/conditions, and can be used with basic FM system integration if parameters are outlined by the Owner in advance of final Construction Coordination Model completion. This model does not replace As-Built hard copy drawings for Record. <i>*This model is managed throughout construction by the CM and submitted by the CM to the Owner as a deliverable at the end of the project.</i>

## 2.9 File Access and Sharing

The project Architect shall provide their own "Cloud base" file sharing site for the design team during the design phase of the project. Fill your information in below:

What Cloud base system:	How to get access:	Permission Level:

## Section 3: Construction

### 3.0 Contract Documents

Place an "X" by the models that will be considered part of the contract documents in the table below.

<b>Models to be Considered Part of Project Contract Documents:</b>
--

Additional Business Process Modules to be Used:	Special Instructions or Processes:

### 3.5 Construction Coordination / As-Built Models

List any inclusions or exclusions from the As-Built model content in the table below.

Prime Contractor Models / As-Built Model Inclusions:	As-Built Model Exclusions:
<i>[List special items that will be included in the model above and beyond the Level of Detail specified in section 1.2.3.2.]</i>	<i>[List items that will be excluded from the model above and beyond the Level of Detail specified in section 1.2.3.2.]</i>
<p>Added Fields (input into the prime contractor models):  Serial Number  Manufacturer/Model Number  -  Applied to Elements Below:  (taken from the AIA E202 Model Element Detail LOD400)  <b>4.3 Model Element Table</b>  D30 HVAC (all)  D50 Electrical (all)</p> <p>*The model handed off to the Owner will be the Federated Construction Coordination Model (combined models) with O&amp;M information built in as outlined in the BIM Execution Plan. The CM will attach Prime Trade Contractor O&amp;M info to backend of As-Built Model, once submitted by all Prime Trade Contractors.  <b>Prime Contractors are responsible for the above LOD data input into as-built models.</b></p>	<p>Link to Product Data  Installer Contact Info  Supplier Contact Info</p>

\*Note: Most Current version of software refers to the level of software required for proper coordination and collaboration between the Project Team members. If software upgrades should be deemed necessary by the A/E and CM to perform proper construction coordination, team members should consult with their software providers to perform the necessary upgrades.\*

School Building Authority of West Virginia  
**CONSTRUCTION MANAGER EVALUATION FORM**  
 (Submit For Each Architect/Engineer at the Conclusion of the Project)  
**SBA FORM 192**

PROJECT: \_\_\_\_\_ DATE: \_\_\_\_\_

CONSTRUCTION MANAGER: \_\_\_\_\_

ITEM	EVALUATION CRITERIA	EVALUATION SCORE
1	Effectiveness of Project master schedule development and coordination	
2	Ability to create and maintain the project budget	
3	Accuracy of the project budget	
4	Quality and timeliness of the design schedule coordination	
5	Contribution to the planning and design meetings	
6	Timeliness of the design phase estimates	
7	Contribution to the design phase value Engineering	
8	Quality of the Constructability Reviews	
9	Quality of General Conditions requirements established for bidding	
10	Assistance with the creation and execution of construction contracts	
11	Ability to manage the construction contractors	
12	Willingness to assume responsibilities and resolve construction issues	
13	Did the construction manager render fair decisions when construction claims arose	
14	Did the construction manager provide complete services with regards to project closeout	

**EVALUATION SCORING:**  
 Rate the contractors performance based on the following scale:  
 5 = Excellent; 4 = Good; 3 = Satisfactory; 2 = Less than Satisfactory; 1 = Unacceptable; N/A = Not Applicable  
 Comments are required if any score is less than 3

EVALUATOR: \_\_\_\_\_ DATE: \_\_\_\_\_

SBA REPRESENTATIVE: \_\_\_\_\_ DATE: \_\_\_\_\_

Each construction manager performing services on SBA projects shall be subject to performance evaluations. This document will be completed by the county representative and the SBA project representative assigned to the project. The SBA project representative will coordinate the evaluation with the county representative and prepare the final evaluation to be kept on file at the SBA office for determination of the construction manager's ability to perform future construction management service on SBA projects.

~~This form may be submitted electronically. Attach a completed form to an e-mail addressed to the specific SBA Project Manager for the affected project. All SBA e-mail addresses are available on our website: [sba.wv.gov](http://sba.wv.gov).~~

[illegible]